



City of Union

Agenda

City Council Meeting

Monday, August 14, 2023 @ 7:00 PM

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

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Hawkins
Councilors:	Farmer, Cox, Black, Blackburn, Middleton, and Boyer-Davis
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
2.1. Concerned Citizen Letter	4 - 5
July 2023 - Pdf	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. Traffic calming device	6
Speed Bump/Hump - Pdf	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. New Park Mower	7 - 12
New Mower Bids - Pdf	
4.2. Fire Grants Received	13 - 28
Resolution 2023-10 - Pdf	
4.3. Interim City Administrator	29 - 33
Interim CA Contract - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• July 10, 2023	34 - 37
City Council - Jul 10 2023 - Minutes - Pdf	
5.2. Work Session Minutes	
• July 3, 2023	38 - 41
Council Work Session - Jul 03 2023 - Minutes - Pdf	
• July 10, 2023	42 - 45
Council Work Session - Jul 10 2023 - Minutes - Pdf	
5.3. Information Reports	
• Office Manager Monthly Report	46 - 66

[July 2023 - Pdf](#)

- Ordinance Officer Monthly Report 67 - 68
[July 2023 - Pdf](#)
- Library Monthly Report 69 - 71
[July 2023 - Pdf](#)
- Sheriff's Monthly Report 72 - 76
[July 2023 - Pdf](#)
- Animal Officer Monthly Report 77 - 79
[July 2023 - Pdf](#)

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

- 6.1. City Administrator Search Update
- 6.2. Ranger Station
- 6.3. Fire/EMS
- 6.4. Parks
- 6.5. Buffalo Flats

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

- 7.1. Admin Monthly Report 80 - 82
[July 2023 - Pdf](#)
- 7.2. Public Works Monthly Report 83 - 85
[July 2023 - Pdf](#)
[Service Order Report as of 8-8-2023](#)
- 7.3. Wastewater Monthly Report 86 - 87
[July 2023 - Pdf](#)

8. **PUBLIC COMMENT**

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

Public comment rules:

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

9. **UPCOMING MEETINGS AND SUGGESTIONS:**

- 9.1. August 28, 2023 Council Work Session @ 6pm
- 9.2. September 11, 2023 Council Work Session @ 6pm
- 9.3. September 11, 2023 Council Business Meeting @ 7pm

10. **ADJOURNMENT:**

The City of Union Regular Business Meeting will be streamed live on our Facebook page beginning at 7:00pm. Please like and follow our Facebook page (<http://www.facebook.com/cityofunion.ontheweb>), to be notified and view our live feed. The feed will be monitored and pertinent comments to all matters being discussed will be shared with Council. You may also email comments to admin@cityofunion.com during the meeting, which will be shared with Council at the appropriate time.

For any questions, please contact us at 541-562-5197.

Seating in the Leonard Almquist Chambers is open to the public.

If you have a disability that requires any special materials, services, or assistance, please contact City Hall at 541-562-5197 so we may arrange appropriate accommodations.



Memorandum

Subject: Concerned Citizen Letter
Meeting: City Council - Aug 14 2023
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

BACKGROUND INFORMATION:

Neighbor had 2 trailers in the right of way, full of garbage and overflowing. The trailers had been there for over 3 weeks. City Ordinance Officer, Dianna, contacted the property owner to address the issue. This specific issue was resolved before this meeting.

ATTACHED:

[Resident Letter](#)

To the City Government
 I am writing to ask if
 a trailer and Pickup park in
 almost your front yard I wonder
 how long it would be there.

I put 50,000 dollar into our
 place last year and we work
 hard to keep it looking good
 I am think on moving from
 Union not because I don't
 like it its because I don't
 want to live next to a land
 fill & no they have been
 doing something but now
 they have two trailers of
 garbage the trailer can't get
 any fuller Diannalose her
 job but with no backing
 it gives our town a bad name -
 I am sure some may think I am
 a pain in the rear but something
 need to be done I don't think
 anyone would want to buy my place
 be cause of the garbage

Thank you
 845 West Arch

The Trailer has been there 3-week now!

Perry Valentine

RECEIVED

JUL 31 2023

BY: KG



Memorandum

Subject: Traffic calming device
Meeting: City Council - Aug 14 2023
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Seeking approval to add speed hump on Tenth St. near Delta St..

It has been discussed and recommended by Public Works to install an asphalt speed hump.

FINANCIAL IMPACT:

The cost will be around \$1,000 to install the speed hump.

RECOMMENDATION:

To approve a traffic calming device on Tenth St. near Delta St.



Memorandum

Subject: New Park Mower
Meeting: City Council - Aug 14 2023
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

BACKGROUND INFORMATION:

Per the '23-24 Budget, part of the budget message included pricing a new mower for Public Works. This follows through with that budget with bids from companies in La Grande.

FINANCIAL IMPACT:

The bids varied from \$10,000-\$20,000. After consulting with Public Works, they took most interest in the Gravely mower which was bid at \$11,707.55. This bid is not the low bid as John Deere was the low bid at \$10,289.90, however, the Gravely had the 5 year warranty as the John Deere had a 1 year warranty. This will impact the vehicles reserve budget by the price of the mower chosen.

POLICY IMPLICATIONS:

Due to the amount being over \$10,000 it will require Council action.

RECOMMENDATION:

It is recommended that the City purchase the Gravely mower at \$11,707.55.

ATTACHED:

[Mower Bids](#)

Q U O T A T I O N

PAGE: 1

Inland Turf and Equipment
10303 West 1st Street
La Grande, OR 97850
Phone #: (541)963-4985

PHONE #: Ext: ROBIN
CELL #: (541)910-9885
ALT. #:
P.O.#: GRAVELY 360
TERMS: Cash
SALES TYPE: Quote

DATE: 2/22/2023
ORDER #: 5676
CUSTOMER #: 101011
CP: WENDELLR
LOCATION: 1
STATUS: Active

BILL TO 101011
CITY OF UNION

SHIP TO
CITY OF UNION

August Availability

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
ARN	992523	(NEW) Pro-Turn 360 - 26 hp Kawasaki FT730 EFI, w/60" Fabrica	1	\$13,918.00	\$13,918.00	\$13,918.00
ARN	79220300	KIT- 60" MULCH	1	\$359.50	\$359.50	\$359.50
****	DISC	DISCOUNT- BID ASSIST 18%	1	\$0.00	-\$2,569.95	(\$2,569.95)

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

All special orders require prepayment and this deposit is not refundable. No returns on electrical or special order items. There may be a 20% restocking fee imposed on returned items. All returns must be accompanied by the original receipt and be made within 30 days.

We hope to be able to serve you. LIVE EVERY DAY FOR JESUS!

Thank you for your business!

SUBTOTAL: \$11,707.55
TAX: \$0.00
ORDER TOTAL: \$11,707.55

*Warranty - 5yr warranty (4hr Restriction)
1,000 - 1,250 hrs*

Other Apps - 1st Serv Free

Authorized By: _____

LA GRANDE NEW HOLLAND



NEW HOLLAND

60588 'A' McAlister Rd. • P.O. Box 3376
La Grande, OR 97850
1-800-872-0773



Bus (541) 963-8144
Res (541) 963-8879
Fax (541) 963-4489

RUSSELL W. COOK

CELL #541-910-5831

CUSTOMER NAME AND ADDRESS

City of Union

BID PROPOSAL SHEET

DATE

02-24-2023

SALES REPRESENTATIVE

QTY.	MODEL	DESCRIPTION	NO.	AMOUNT
1	Renegade 61	Dsh M	07	19199.00
	Outlaw			
1	Rogue 61	Gas W 61"	42	12399.00
<p>check Rds so I can get to Council Been awhile so make sure still Good!</p>				
<p>These Machine If the Renegade sel getting one. We should be the Rogue's, because we have three now.</p>				
<p>Mulch Kit is about \$370.00 for the Kit. plus 2 Hrs install. (Includes Blades)</p>				
<p>Mulch Blades are \$22.00 Ea. Seperately</p>				
TOTAL				Page 9 of 87



JOHN DEERE



Quote Summary

Prepared For:

City Of Union
OR

Prepared By:

Tyson Stebbins
Tri-County Equipment
62460 Commerce Road
La Grande, OR 97850
Phone: 541-963-7151
tstebbins@tcegreen.com

Thank you for the opportunity to earn your business! We will strive to provide service that supports your decision.

Quote Id: 28271314

Created On: 22 February 2023

Last Modified On: 22 February 2023

Expiration Date: 28 February 2023

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE Z760R ZTRAK	\$ 12,693.62	\$ 10,289.90 X	1 =	\$ 10,289.90
Equipment Total				\$ 10,289.90

Quote Summary

Equipment Total \$ 10,289.90

SubTotal \$ 10,289.90

Est. Service Agreement Tax \$ 0.00

Total \$ 10,289.90

Down Payment (0.00)

Rental Applied (0.00)

Balance Due \$ 10,289.90

Warranty - 1yr Warranty

Other offers - No offers,

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment



Quote Id: 28271314

JOHN DEERE Z760R ZTRAK

Hours:

Suggested List

Stock Number:

\$ 12,693.62

Code	Description	Qty
22A0TC	Z760R ZTRAK	1

Standard Options - Per Unit

001A	United States/Canada	1
1036	Pneumatic Turf Tire for 54 In. and 60 In. Decks	1
1504	60 In. High-capacity PRO Mower Deck	1

Dealer Attachments

BUC10595	60-in. High Capacity MulchControl attachment	1
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Other Charges

EnviroCrate	1
Setup	1

Q U O T A T I O N

PAGE: 1

Inland Turf and Equipment
10303 West 1st Street
La Grande, OR 97850
Phone #: (541)963-4985

PHONE #: Ext: ROBIN
CELL #: (541)910-9885
ALT. #:
P.O.#: WALKER B271
TERMS: Cash
SALES TYPE: Quote

DATE: 2/22/2023
ORDER #: 5679
CUSTOMER #: 101011
CP: WENDELLR
LOCATION: 1
STATUS: Active

BILL TO 101011

CITY OF UNION

Available now

SHIP TO

CITY OF UNION

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
WALKMB27I-17222		MODEL B 27HP KOHLER EFI, NORTHWEST EDITION	1	\$11,380.00	\$9,673.00	\$9,673.00
WALKDM52-2		Mulch, 52", Standard Rotation, Heavy Duty Gear Drive	1	\$3,590.00	\$3,052.00	\$3,052.00
WALK6103-14		Suspension Seat- SEAT EXCHANGE	1	\$1,149.70	\$679.15	\$679.15
WALK6103-51		Suspension Seat Kit MB23/MB27I Suspension Seat Not Included	1	\$231.50	\$0.00	\$0.00

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

All special orders require prepayment and this deposit is not refundable. No returns on electrical or special order items. There may be a 20% restocking fee imposed on returned items. All returns must be accompanied by the original receipt and be made within 30 days.

We hope to be able to serve you. LIVE EVERY DAY FOR JESUS!

Thank you for your business!

*Bid Assist Includes**27 HP 52"*

SUBTOTAL: \$13,404.15
TAX: \$0.00
ORDER TOTAL: \$13,404.15

*Recommended for long term use,
offering a demo*

*Warranty - 2 yr machine
Hydro-engine 3yr
Other parts - 1st serv free*

Authorized By: _____



Memorandum

Subject: Fire Grants Received
Meeting: City Council - Aug 14 2023
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Fire applied for 2 grants. One from the Wildhorse Foundation and the other one from the State Fire Marshall.

FINANCIAL IMPACT:

The Wildhorse Foundation awarded \$16,000 toward the purchase of new radios for the Ambulance. The new radios will cost \$23,000, so the City would have to match the leftover amount. The State Fire Marshall awarded the City of Union an \$11,000 grant, \$10,000 allocated toward staffing, and \$1,000 toward Administrative services.

POLICY IMPLICATIONS:

The grants were not initially budgeted for in the '23-24 Budget so Council will need to approve the grants to receive the funds.

RECOMMENDATION:

To approve both the Wildhorse and State Fire Marshall Grants as appropriated in Resolution 2023-10.

ATTACHED:

[Resolution 2023-10 \(23-24 Fire Grant\)](#)
[2023-WFS-205 Union Emergency Services](#)
[Wildhorse Grant Agreement 2023](#)

**CITY OF UNION
RESOLUTION NO. 2023-10**

**A RESOLUTION ACCEPTING TWO GRANTS FOR FIRE AND EMS
SERVICES AND ALLOCATING INTO THE 2023-2024 BUDGET**

WHEREAS, the City of Union received a grant from the Wildhorse Foundation in the amount of \$16,000; and,

WHEREAS, the Wildhorse Foundation Grant is to assist in paying for the replacement of the mobile radios in the two ambulances; and,

WHEREAS, the City of Union received a staffing grant through the State Fire Marshall's office in the amount of \$11,000; and,

WHEREAS, the State Fire Marshall's grant allocates funds to staff the fire department during the wildfire season.

NOW, THEREFORE, BE IT RESOLVED, the governing body for the City of Union, in regular assembly, does hereby elect to receive both state grants and adjust the 2023-2024 budget as follows:

Account #	Description	Budgeted	Change	New Budget
700-700-3904235	Grant Funds	1,000	27,000	28,000
700-710-5101010	Salaries	29,949	10,000	39,949
700-710-5102128	Benefits	6,305	750	7,055
700-710-5102130	Unemployment	1,048	250	1,298
700-7105403170	Capital Outlay	10,000	16,000	26,000

ADOPTED by ____ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this 14 day of August 2023.

Approved:

Attest:

Susan Hawkins, Mayor

Doug Wiggins, City Administrator

GRANT AGREEMENT

Title: 2023 OSFM Wildfire Season (“WFS”) Staffing Grant

Agreement Number: 2023-WFS-205

This grant agreement (“Agreement”), dated as of the date the Agreement is fully executed, is made by the State of Oregon, acting by and through its Department of State Police, for the benefit of its Office of State Fire Marshal (“OSFM”), and Union Emergency Services (“Recipient”). This Agreement becomes effective only when fully signed and approved as required by applicable law (the “Effective Date”) and, unless earlier terminated, expires on December 31, 2023 (the “Expiration Date”). The period from the Effective Date through the Expiration Date is hereinafter referred to as the “Grant Term.”

Pursuant to the Oregon Legislative Regular Session, Senate Bill 762 (“SB762”) dated 2021 appropriated \$55,000,000 General Funds to OSFM for wildfire response. OSFM then allocated from the appropriation funds to support the 2023 WFS by requesting WFS Staffing Grant Applications from local fire agencies to request funding to support additional firefighters and to cover overtime costs for existing paid firefighters for the 2023 WFS. This Agreement sets forth the terms and conditions of Recipient’s receipt of a WFS Staffing Grant and includes the following exhibits:

Exhibit A:	Project Description
Exhibit B:	2023 OSFM WFS Staffing Grant Application Manual

SECTION 1 - GRANT

OSFM shall provide Recipient, and Recipient shall accept from OSFM, a grant in the amount of \$11,000.00 (the “Grant”).

Conditions Precedent. OSFM’s obligations are subject to the receipt of the following items, in form and substance satisfactory to OSFM and its counsel:

- (1) This Agreement duly signed by an authorized officer of Recipient; and
- (2) Such other certificates, documents, opinions, and information as OSFM may reasonably require.

SECTION 2 - DISBURSEMENT

A. Full Disbursement. Upon satisfaction of all condition’s precedent, OSFM shall disburse the full Grant to Recipient.

B. Condition to Disbursement. OSFM has no obligation to disburse funds unless, in the reasonable exercise of its administrative discretion, it has sufficient funding, appropriations, limitations, allotments and other expenditure authority to make the disbursement.

Personnel costs charged to this grant are not eligible for reimbursement for conflagration reimbursements or payments.

C. Remaining Funds. If Recipient has any remaining moneys not spent OSFM reserve the right to determine if agency can keep them or return them for OSFM to reinvest in other projects.

SECTION 3 - USE OF GRANT

A. Use of Grant Moneys.

Recipient shall use the Grant only for the activities described in **Exhibit A**.

B. RESERVED.

SECTION 4 - REPRESENTATIONS AND WARRANTIES OF RECIPIENT

Recipient represents and warrants to OSFM:

A. Organization and Authority.

- (1) Recipient is a unit of local government validly organized and existing under the laws of the State of Oregon.
- (2) Recipient has all necessary right, power and authority under its organizational documents and under Oregon law to (a) execute and deliver this Agreement, (b) incur and perform its obligations under this Agreement, and (c) receive the Grant funds.
- (3) This Agreement has been authorized by an ordinance, order or resolution of Recipient's governing body.
- (4) This Agreement has been duly executed by Recipient, and when executed by OSFM, is legal, valid and binding, and enforceable in accordance with their terms.

B. Full Disclosure. Recipient has disclosed in writing to OSFM all facts that materially adversely affect its ability to perform all obligations required by this Agreement. Recipient has made no false statements of fact, nor has it omitted information necessary to prevent any statements from being misleading. The information contained in this Agreement is true and accurate in all respects.

C. Pending Litigation. Recipient has disclosed in writing to OSFM all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the ability of Recipient to perform all obligations required by this Agreement.

D. No Defaults. No Defaults or Events of Default exist or occur upon authorization, execution or delivery of this Agreement.

E. Compliance with Existing Agreements and Applicable Law. The authorization and execution of, and the performance of all obligations required by, this Agreement will not: (i) cause a breach of any agreement or instrument to which Recipient is a party; (ii) violate any provision of the charter or other document pursuant to which Recipient was organized or established; or (iii) violate any laws, regulations, ordinances, resolutions, or court orders related to Recipient or its properties or operations.

SECTION 5 - COVENANTS OF RECIPIENT

Recipient covenants as follows:

A. Notice of Adverse Change. Recipient shall promptly notify OSFM of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient related to the ability of Recipient to perform all obligations required by this Agreement.

B. Compliance with Laws. Recipient shall comply with all applicable laws, rules, regulations and orders of any court or governmental authority that relate to this Agreement.

C. Grant Report. Recipient must submit to OSFM progress report in July 2023 and final in December of 2023 report.

D. Insurance.

- 1) The parties acknowledge and agree Recipient is a unit of local government as defined in ORS 190.003, and in order to meet the requirements of ORS 30.272 and ORS 30.273 may be commercially insured or self-insured.

- 2) Recipient shall obtain, and at all times keep in effect, comprehensive liability insurance and property damage insurance covering its own acts and omissions under this Agreement. Recipient may satisfy these requirements in any manner allowed by ORS 30.282. Such liability insurance, whatever the form, shall be in an amount not less than the limits of public body tort liability specified in ORS 30.271. In the event of unilateral cancellation or restriction by the insurance company of Recipient's insurance policy referred to in this paragraph, Recipient, as applicable, shall immediately notify OSFM verbally and in writing. Recipient's coverage limits shall not be less than \$100,000 for any single claimant and \$200,000 for multiple claimants.
 - 3) All employers, including Recipient, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Worker's Compensation coverage, unless such employers are exempt under ORS 656.126.
- E. Books and Records. Recipient shall keep accurate books and records of the uses of the Grant and maintain them according to generally accepted accounting principles.
- F. Inspections; Information. Recipient shall permit OSFM and any party designated by OSFM to inspect and make copies, at any reasonable time, of any accounts, books and records, including, without limitation, its records regarding receipts, disbursements, agreements, investments and any other related matters. Recipient shall supply any related reports and information as OSFM may reasonably require.
- G. Records Maintenance. Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement for a minimum of six years beyond the later of the final and total expenditure or disposition of the Grant. If there are unresolved issues at the end of such period, Recipient shall retain the books, documents, papers and records until the issues are resolved.
- H. Notice of Default. Recipient shall give OSFM prompt written notice of any Event of Default as soon as any senior administrative or financial officer of Recipient becomes aware of its existence or reasonably believes an Event of Default is likely.
- I. Contribution.
- 1) If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.
 - 2) With respect to a Third Party Claim for which the State is jointly liable with Recipient (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to

correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

- 3) With respect to a Third Party Claim for which Recipient is jointly liable with the State (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

- J. Return of Unexpended Grant Funds. No later than October 31, 2023, Recipient shall return to OSFM all Grant funds not expended by the Expiration Date unless otherwise amended.

SECTION 6 - DEFAULTS

Any of the following constitutes an "Event of Default":

- A. Any false or misleading representation is made by or on behalf of Recipient, in this Agreement or in any document provided by Recipient related to this Grant.
- B. Recipient fails to perform any obligation required under this Agreement, other than those referred to in subsection A of this section 6, and that failure continues for a period of 10 business days after written notice specifying such failure is given to Recipient by OSFM. OSFM may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action.

SECTION 7 - REMEDIES

- A. Remedies. Upon any Event of Default, OSFM may pursue any or all remedies in this Agreement and any other remedies available at law or in equity to enforce the performance of any obligation of Recipient. Remedies may include, but are not limited to any one or more of the following:
 - (1) Terminating OSFM's commitment and obligation to make the Grant.
 - (2) Barring Recipient from applying for future awards.
 - (3) Withholding amounts otherwise due to Recipient for application to the payment of amounts due under this Agreement.
 - (4) Requiring repayment of the Grant and all interest earned by Recipient on those Grant funds.
- B. Application of Moneys. Any moneys collected by OSFM pursuant to section 7.A will be applied first, to pay any attorneys' fees and other fees and expenses incurred by OSFM; then, as applicable, to repay any Grant proceeds owed; then, to pay other amounts due and payable under this Agreement, if any.
- C. No Remedy Exclusive; Waiver; Notice. No remedy available to OSFM is intended to be exclusive, and every remedy will be in addition to every other remedy. No delay or omission to exercise any right or remedy will impair or is to be construed as a waiver of such right or remedy. No single or partial exercise of any right power or privilege under this Agreement will preclude any other or further

exercise thereof or the exercise of any other such right, power or privilege. OSFM is not required to provide any notice in order to exercise any right or remedy, other than notice required in section 7 of this Agreement.

SECTION 8 - MISCELLANEOUS

- A. Time is of the Essence. Recipient agrees that time is of the essence under this Agreement.
- B. Relationship of Parties; Successors and Assigns; No Third-Party Beneficiaries.
- (1) The parties agree that their relationship is that of independent contracting parties and that Recipient is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265.
 - (2) Nothing in this Agreement gives, or is to be construed to give, directly or indirectly, to any third persons any rights and benefits greater than those enjoyed by the general public.
 - (3) This Agreement will be binding upon and inure to the benefit of OSFM, Recipient, and their respective successors and permitted assigns.
 - (4) Recipient may not assign or transfer any of its rights or obligations or any interest in this Agreement without the prior written consent of OSFM. OSFM may grant, withhold or impose conditions on such consent in its sole discretion. In the event of an assignment, Recipient shall pay, or cause to be paid to OSFM, any fees or costs incurred because of such assignment, including but not limited to attorneys' fees of OSFM's counsel. Any approved assignment is not to be construed as creating any obligation of OSFM beyond those in this Agreement, nor does assignment relieve Recipient of any of its duties or obligations under this Agreement.
- C. Disclaimer of Warranties; Limitation of Liability. Recipient agrees that:
- (1) OSFM makes no warranty or representation.
 - (2) In no event are OSFM or its agents liable or responsible for any direct, indirect, incidental, special, consequential or punitive damages in connection with or arising out of this Agreement.
- D. Notices and Communication. Except as otherwise expressly provided in this Agreement, any communication between the parties or notices required or permitted must be given in writing by personal delivery, email, or by mailing the same, postage prepaid, to Recipient or OSFM at the addresses set forth below, or to such other persons or addresses that either party may subsequently indicate pursuant to this Section.

Any communication or notice by personal delivery will be deemed effective when actually delivered to the addressee. Any communication or notice so addressed and mailed will be deemed to be received and effective five (5) days after mailing. Any communication or notice given by email becomes effective 1) upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system or 2) the recipient's confirmation of receipt, whichever is earlier. Notwithstanding this provision, the following notices may not be given by email: notice of default or notice of termination.

OSFM:	Shaun Parkman, Grants Manager Office of State Fire Marshal 3565 Trelstad Ave. SE Salem, OR 97317 Ph: 503-779-8364 Email: Shaun.Parkman@osp.oregon.gov
-------	--

Recipient: Casey George
Fire Chief
Union Emergency Services
P.O. Box 529
Union, OR. 97883
(541) 910-5885
caseygeorge@cityofunion.com

- E. No Construction against Drafter. This Agreement is to be construed as if the parties drafted it jointly.
- F. Severability. If any term or condition of this Agreement is declared by a court of competent jurisdiction as illegal, invalid or unenforceable, that holding will not invalidate or otherwise affect any other provision.
- G. Amendments, Waivers. This Agreement may not be amended without the prior written consent of OSFM (and when required, the Department of Justice) and Recipient. This Agreement may not be amended in a manner that is not in compliance with the Authorization. No waiver or consent is effective unless in writing and signed by the party against whom such waiver or consent is sought to be enforced. Such waiver or consent will be effective only in the specific instance and for the specific purpose given.
- H. Attorneys' Fees and Other Expenses. To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, the prevailing party in any dispute arising from this Agreement is entitled to recover its reasonable attorneys' fees and costs at trial and on appeal. Reasonable attorneys' fees cannot exceed the rate charged to OSFM by its attorneys.
- I. Choice of Law; Designation of Forum; Federal Forum. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement.
- Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.
- Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.
- J. Integration. This Agreement (including all exhibits, schedules or attachments) constitutes the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Agreement.
- K. Survival. The following provisions survive expiration or termination of this Agreement: Sections 5.E., 5.F., 5.G., 5.I., 5.J., 7 and 8.
- L. Execution in Counterparts. This Agreement may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.

Recipient, by its signature below, acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

STATE OF OREGON
acting by and through its
Oregon State Police on behalf of Oregon State
Fire Marshal’s office

UNION EMERGENCY SERVICES

By: _____ By: _____

Date: _____ Date: _____

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

Exempt from Legal Sufficiency

EXHIBIT A - PROJECT DESCRIPTION**I. Purpose and Scope**

The purpose of this Grant is to provide funding to support additional paid firefighting staff or cover overtime costs for existing paid firefighting staff through 2023 WFS. Additional paid staff may include current volunteer firefighters. Grant funds may be used to cover administrative costs up to 10% of the total grant award. See the 2023 OSFM WFS Staffing Grant Application Manual for more information.

II. Key documents

Exhibit B- 2023 OSFM WFS Staffing Grant Manual

EXHIBIT B – REQUESTED 2023 OSFM WSF STAFFING GRANT APPLICATION MANUAL



2023 WFS Staffing
Grant Application M

Mobile Radio Updating

Q1 2023 Grant Application *City of Union Fire and EMS*

Mr. Casey George
570 E Beakman St
Union, OR 97883

caseygeorge@cityofunion.com
O: 541-562-5758

Mr. Donald George

570 E Beakman St donaldgeorge01@gmail.com Union, OR 97883 O: 208-258-0034

M: 208-258-0034

FollowUp Form

ACCEPTANCE OF GRANT:

The grant to your organization from Wildhorse Foundation is made solely for the purpose(s) described in the grant objectives below. Payment of the grant is conditioned on your acceptance of the terms described in this agreement. Your final report is due at the end of the project period stated below. The Final Report you must complete can be found by logging into your Wildhorse Foundation account or by visiting www.TheWildhorseFoundation.com. Please complete the authorized signature sections and retaining a copy for your file, as evidence of your understanding of, and agreement with, the terms outlined below: **Project Title***

Name of Project.

Mobile Radio Updating

Project Description*

Describe the project/program for which you are seeking funding.

We acquired and put into service a new ambulance in 2020. Due to the budget constraints at the time, we reused the old mobile radios from the retired ambulance. Ambulances have 2 radios, 1 in the front used by the driver and 1 on the rear to communicate with the hospital. Those radios are not P25 compliant and is over 20 years old. Due to the age of the radio, it will not reach the repeater towers in certain parts of our AOR (Area of Responsibility). In addition to updating the mobile radio, the ambulance currently has 2 portable radios that are over 15 years old, are not P25 compliant and parts are obsolete.

Our ambulance segment of the department covers approximately 340 sq. miles of which 70% is mountainous terrain and away from the repeaters. Currently cell service is only available in approximately 40% of that area. Connectivity to other agencies, dispatch, additional responding units are a struggle when responding to back country and outlying areas. A mobile repeater will greatly improve communications.

Our ambulance is the most critical unit for good communications and does respond to most calls for service, either in respond to medical needs, standby or mutual aid.

GRANT DETAILS

Amount Awarded

\$16,000.00

Project Start Date

05/01/2023

Project End Date

11/01/2023

Special Conditions

None

TERMS OF GRANT

USE OF FUNDS GRANTED:*

This grant is made expressly and solely for purposes stated in the grant objectives. The funds provided may be spent only in accordance with the provisions and budget in the application submitted. The program is subject to modification only with Foundation's **prior written approval**, requested a minimum of **one month in advance** of any potential modification. I Agree To The Above

EXPENDITURE RESPONSIBILITY:*

The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices. All funds distributed by the Foundation will be spent within a year from the grant award or by the project end date indicated in the proposal application if the project length is greater than one year. Exceptions must be approved by the Foundation Board of Directors. Grantee will return to the Foundation any unexpended funds at the close of the project period, unless otherwise authorized by the Foundation Board of Directors through the granting of a time limited waiver. Funds also will be returned if the Foundation determines that the grantee has not performed in accordance with the Grant Agreement or satisfied the specific conditions of the approved program and its supporting budget. I Agree To The Above

REPORTS:*

The grantee will notify the Foundation of any changes in administrative or project management staff. The Foundation requires a financial and narrative report from the grantee covering the use of funds received from the Foundation, due upon completion of the project. The format of the financial section of this report should be consistent with that of the budget as it was approved by the Foundation and show a comparison of actual to budgeted expenditures. The narrative report will contain the information requested in the Foundation's Grantee Report form, which can be found on the Foundation's website. Interim reports may be requested by the Foundation.

I Agree To The Above

PROGRAM MONITORING:*

In order to assist the effectiveness of our grants, the Foundation may conduct an evaluation of the program funded by this grant, which may include visits by representatives of the Foundation to observe the Grantee's program procedures and operations and discuss the program with Grantee personnel. The grantee will allow access to the site, books, records and personnel for monitoring purposes.

I Agree To The Above

PUBLICITY:*

Announcements of the grant award will be made by the Foundation and are expected to be made by the grantee. When you issue a press release about this grant project, please email a copy of your press release to foundation@wildhorseresort.com. I Agree To The Above

INSURANCE:*

The grantee assures that liability and property insurance is held current by the grantee at a level considered adequate for program operations. I Agree To The Above

LIMIT OF COMMITMENT:*

Unless otherwise provided in writing, this grant is made with the understanding that the Foundation has no obligation to provide other or additional support to the grantee.

We are pleased that Wildhorse Foundation is able to make this grant to your organization, and wish you continued success. Your check will be mailed after you completed this signed grant agreement form and complete any special conditions requirements listed above. I Agree To The Above

AUTHORIZED SIGNATURE

Accept or Decline*

Receipt of funding is conditional upon Grantee's acceptance of the terms and conditions set forth herein. By selecting the "I Accept Grant Terms and Conditions" below Grantee agrees to accept and comply with the stated terms and conditions of this grant. Grant checks will be sent via US Mail upon receipt and review of this signed grant agreement.

I Accept Grant Terms and Conditions

Name*

Donald George

City of Union Fire and EMS

Job Title at Grantee Organization*

Date Signed*

File Attachment Summary

Applicant File Uploads

No files were uploaded



Memorandum

Subject: Interim City Administrator
Meeting: City Council - Aug 14 2023
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Current City Administrator leaves on August 21. Mayor was tasked with finding an Interim City Administrator and she is recommending Roberta Vanderwall. Also, Mayor did stick within the parameters recommended by Council and noted in the attached contract.

FINANCIAL IMPACT:

No adverse implications to the Budget.

POLICY IMPLICATIONS:

Per Charter regulations, Mayor must have all contracted full time and contracted employees approved by Council. Contract was drafted by a City Attorney, Paige Sulley and reviewed by Mayor Hawkins and potential interim, Roberta Vanderwall.

RECOMMENDATION:

To approve Interim City Administrator contract as attached.

ATTACHED:

[Interim City Admin Employment Agreement \(draft\)](#)

Employment Agreement – Interim City Administrator

This Employment Agreement for Interim City Administrator services is made and entered into this ____ day of August 2023, by and between the **City of Union**, a municipal corporation, (“City”) and **Roberta Vanderwall**, (“Employee”).

Section 1: Term and Employment

The term of this Agreement shall begin on August 21, 2023 and shall remain in place until terminated by either party as set forth herein or by mutual agreement of the parties.

Section 2: Duties and Authority

City hereby agrees to employ Employee as an interim City Administrator/Recorder of the City of Union, Union County, Oregon, to perform the functions and duties specified in the Charter, the ordinances, and the resolutions of City, and as required by state and federal law to perform other legally permissible and proper duties and functions as City shall, from time to time, assign.

Employee may not assign or transfer to any other person, firm, or corporation, any of the obligations under this Agreement, without the prior written consent of City.

Employee shall attend regularly scheduled City Council meetings to include:

- One regularly scheduled general business meeting;
- Two regularly scheduled work session meetings; and
- One regularly scheduled planning meeting.

Employee agrees to attend specially scheduled meetings as requested by the Mayor, which attendance may be in addition to the agreed upon 24 hours per week set forth below.

Section 3: Compensation

City agrees to pay Employee an annual base salary of \$65.00 per hour for not more than 24 hours of service per week, except as necessary to attend special meetings of the City Council, payable in installments at the same time that the other employees of City are paid. Employee will receive no benefits of any kind other than the hourly compensation, including insurance, leave of any type, or payment into a retirement program.

City will provide Employee a Microsoft Surface Tablet for the purposes of conducting City business only. Employee agrees to follow Oregon Public Records and City policies regarding records retention and management obligations with regard to City business records maintained

on the Tablet, and will not conduct City business on any non-City issued electronic devices during the term of this Agreement

Section 4: Automobile

Employee shall furnish their own transportation for business purposes for travel outside Union County. The cost of such transportation shall be borne by Employee. City shall reimburse Employee at the IRS standard mileage rate for any business use of the vehicle.

Employee should use City-owned vehicles for in-County travel.

Section 5: Termination

This is an at-will position and either party may terminate this Agreement without cause upon ____ days written notice and without further obligation to the other party. Employee is not entitled to any severance payment upon termination of this Agreement.

Section 6: Indemnification

Beyond that required under Federal, State or local Law, City shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Manager or resulting from their exercise of judgment or discretion in connection with the performance of his duties or responsibilities, unless the act or omission involved willful or wanton conduct. Employee may request and City shall not unreasonably refuse to provide independent legal representation at City's expense. Legal representation, provided by City for Employee, shall extend until a final determination of the legal action including any appeals brought by either party. City shall indemnify Employee against any including any appeals brought by either party. City shall indemnify Employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his duties, unless the claim, action, suit or proceeding arises as a result of willful or wanton conduct. Any settlement of any claim must be made with prior approval of City in order for indemnification, as provided in this Section, to be available.

Section 7: Confidentiality

A. Employee recognizes that City has and will have future plans, business affairs, employment, legal, and litigation matters, and other proprietary information that are valuable, special and unique assets of City and need to be protected from improper disclosure. Employee agrees not

to, at any time or in any manner, either directly or indirectly, use any information for his own benefit, or divulge in any manner to any third party without the prior written consent of City. Employee will protect the information as strictly confidential. A violation of this paragraph shall be a material violation of this Agreement.

B. If it appears that Employee has disclosed (or has threatened to disclose) information in violation of this Agreement, City shall be entitled to an injunction to restrain Employee from disclosing, in whole or in part, such information, or from providing any services to any party to whom such information has been disclosed or may be disclosed. City shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.

C. The confidentiality provisions of this Agreement shall remain in full force and effect after the termination of this Agreement.

Section 8: Other Terms and Conditions of Employment

Except as otherwise provided in Agreement, Employee is bound by the City of Union Personnel Rules and Regulations (Employee Manual).

Section 9: Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(1) EMPLOYER: Mayor and Council City of Union PO Box 529 Union, OR 97883	(2) EMPLOYEE: Roberta Vanderwall _____ _____
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Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 10: General Provisions

A. Integration. This Agreement sets forth and establishes the entire understanding between City and Employee relating to the employment of Employee by Employer. Any prior agreements, discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this agreement during the life of this Agreement. Such amendments shall be incorporated into and made a part of this Agreement.

B. Binding Effect. This Agreement shall be binding on City and Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.

C. Effective Date. This Agreement shall become effective on August 21, 2023.

D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

E. Attorney's Fees. In the event of any litigation or other proceedings brought to enforce or interpret this Agreement, the prevailing party in such proceedings will be entitled to recover from the other party the reasonable attorney fees and other costs incurred by the prevailing party in the proceedings or any appeal therefrom.

IN WITNESS WHEREOF, City has caused this Agreement to be signed and executed in its behalf by its Mayor and Employee has signed and executed this Agreement, both in duplicate, the day and year first above-written.

CITY OF UNION:

EMPLOYEE:

Mayor

Roberta Vanderwall

APPROVED AS TO FORM & CONTENT:

Paige Sully, City Attorney

Date



MINUTES

City Council Meeting

7:00 PM - Monday, July 10, 2023

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

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

The City Council of the City of Union was called to order on July 10, 2023, at 7:17 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

3. OLD BUSINESS:

a) Amendment to Ordinance 461 - 2nd Reading

CA Wiggins read the title for the record.

Councilor Dick Middleton made a motion to adopt ordinance 570 on second reading. Councilor John Black seconded the motion. Carried unanimously.

4. NEW BUSINESS:

a) Catherine Creek Community Center Food Bank

Councilor Blackburn said the food bank is getting used a lot more. Councilor Black and CA Wiggins discussed the remaining ARPA funds.

Tim Cox made a motion to approve the food bank request for the Union Food Bank. Councilor Dick Middleton seconded the motion. Carried unanimously.

b) Ranger Station HVAC Bids

Councilor Blackburn explained the difference between the bids. Council and staff discussed the next steps.

Councilor Jay Blackburn made a motion to accept the bid from Scotts Heating and Air for 19,404.00 Tim Cox seconded the motion. Carried unanimously.

c) City Administrator/Recorder Updated Job description

Councilors please get your questions for interviews submitted by Wednesday morning. Council and staff discussed the interview questions. They also discussed the hiring process they will use through LGPS.

Councilor Dick Middleton made a motion to adopt the job description for the Admin/Recorder and forward to review by LGPS for legal clarifications/edits. Tim Cox seconded the motion. Carried unanimously.

- d) City Administrator - Interim

April Bush asked how long until a new city administrator is hired? Mayor Hawkins said we are hoping for October. CA Wiggins said you could have it filled by September or October but by January first would be a more realistic outlook.

Councilor Jay Blackburn made a motion to allow Mayor Hawkins to hire an interim administrator. Councilor John Black seconded the motion. Carried unanimously.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. June 12, 2023

5.1.2. June 26, 2023

5.2. WORK SESSION MINUTES

5.2.1. June 12, 2023

5.2.2. June 26, 2023

5.2.3. July 3, 2023

5.3. INFORMATION REPORTS

5.3.1. Office Manager Report

5.3.2. Library Monthly Report

5.3.3. Ordinance Officer Monthly Report

5.3.4. Fire/EMS Monthly Report

5.3.5. Sheriff's Monthly Report

5.3.6. Animal Officer Monthly Report

RES-6-2023

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

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

- a) Parks, Fire/Ems, Police, Buffalo Flats

Council reviews upcoming meetings as follows:

Parks tomorrow night at 6:30 on Zoom at the old drug store.

On Fire/EMS please vote next month. No updates on the police contract. On Buffalo Flats there is a meeting Wednesday July 12, 2023 at 7 p.m. at 10507 N. McCallister

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Admin report
- b) Public works report

Council and staff discussed the work orders.

- c) Wastewater report

8. PUBLIC COMMENT

April Bush asked does this city know how much money has been spent on the park for vandalism. CA Wiggins said I don't know if we have really tracked it because vandalism can vary.

Council and staff discussed adding more cameras to the park.

CA Wiggins said the park was full starting around 5 p.m. on July 4th. It was busy. I had one complaint about shutting down Roosevelt. There were no fires from the fireworks. We had a lot more sponsorships this year. Council discussed the fireworks show.

CA Wiggins said the bus system worked well. There was some congestion when it was over on the hill on East Fulton Street.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) July 24, 2023 6pm Work Session

Council and staff discussed keeping communication going on the Little Creek Bridge.

- b) August 14, 2023 6pm Work Session

10th Street speed bumps/humps
College Street Bridge quote

Councilor Middleton asked about the culvert on Brian. CA Wiggins answered I don't know. Councilor Middleton said this meeting notice was not at the post office. CA Wiggins said I will check on it.

- c) August 14, 2023 7pm Business Meeting

10. ADJOURNMENT:

This meeting adjourned at 8:02 p.m.

Mayor

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.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, July 10, 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 10, 2023, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer

2. PRESENTATIONS:

a) Sheriff's Report

Deputy Johnson said last month was a strange month with my schedule. There was also stock show last month; the stock show went well; we had a few fights at the dance. We had two DUI arrests last month. There were only 15 calls for service in June. That is low. There have been requests for extra patrol in the city for speeding. I did have calls for suicidal people. We did have one incident during the fourth of July at the hotel. CA Wiggins said I have video to help you with that.

Deputy Johnson said the fireworks were great. My schedule has me working late into the evenings. Councilor Middleton asked about littering, Deputy Johnson said that wasn't my call. They discussed the littering a little further and Council thanked Deputy Johnson.

3. UPCOMING BUSINESS DISCUSSIONS:

a) Admin/Recorder Job Description

Mayor Hawkins and CA Wiggins discussed the additions to the job description from the last meeting.

b) Union Food Bank Request

Mayor Hawkins discussed the letter from the Union Food Bank. CA Wiggins explained the changes that have occurred.

c) Ranger Station HVAC

CA Wiggins said we have gotten two bids. Staff recommends going with Scotts because of the tankless water heater. Councilor Middleton and CA Wiggins discussed a warranty or guarantee. CA Wiggins and Councilor Blackburn discussed the two bids. Councilor Cox and CA Wiggins discussed the heating units in the bids.

An audience member commented on the pipes freezing in one of the ranger station units this past winter. CA Wiggins said that has been repaired and that happened right before the insulation got installed.

d) Interim Administrator

Mayor Hawkins and CA Wiggins talked to a potential candidate for interim administrator, and we will speak to her again on July 21st about hiring her as the interim city administrator. Council discussed that the candidates wage would not exceed what CA Wiggins makes.

4. COMMITTEE DISCUSSIONS:

a) Buffalo Flats

Councilor Middleton said they have a meeting on the 12th at 7 p.m. at 10507 McCallister Avenue. They are stating they are at 80% on the project. CA Wiggins said they can now apply for permits. Councilor Blackburn said I was told they will not be adding anyone to the flood plain and may take some people out of it. They are working on well test sites now.

An audience member asked about an impact on city wells or other wells in the city. CA Wiggins said it will be near Little Creek and on that side of town. That is why they are putting in test sites.

Willard Bertrand said I am on the focus group for this. I know what they are talking about and have seen the maps. I am concerned about when the water flow becomes really low and all that land dries out. They haven't studied that. Everyone discussed a bigger mosquito problem and evaporation issues.

b) Fire/EMS

CA Wiggins said everything is filed the ballots get mailed out on August 2, 2023. We have to have at least 50% of the people voting for the vote to count. Matt Later asked about the tax rate. Councilor Blackburn said there will be a substantial increase in the fire/EMS fee if this doesn't pass. This vote will put the power back in the citizens hands on the tax rate rather than Council raising rates.

c) Parks

Councilor Cox said there is a zoom meeting tomorrow at 6:30 p.m. April Bush said everyone is welcome to join us. They want to present the preliminary plan. The public can comment online. They will have a town hall meeting soon so everyone can come comment in person. Please come join us at the old soda shop.

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

a) ODOT Little Creek Bridge (College Street)

CA Wiggins said you will see on the back of your agenda I got an email. I did talk to them about our meeting in 2019 and 2020. They didn't memorialize that, I offered my notes. They won't use mine. The bridge is not safe for our fire truck. We are a year or two away from making it a walking bridge. I asked for a replacement, and they said that wasn't an option. If the grant is gotten imminent domain is on the table.

CA Wiggins and Mayor Hawkins discussed that if the contract was written well that would serve as a solid record of memorialization. CA Wiggins said I am waiting on more information.

Matt Later said at the last meeting you talked about having a meeting with community members never happened. Emergency vehicles don't use that bridge. They have every intention of making a 60 foot road that shouldn't be there. This whole thing is shady. Immanent domain is lorded over citizens all the time.

Bret Baxter said there was supposed to be conversations with the landowners and that should have happened. At this point it doesn't seem like the bridge needs work.

Willard Bertrand said I have had no contact with anyone. I requested to meet with Susan about managing the public notices. I am sorry that you are leaving Doug, the process of transitioning is about awareness. You still have responsibility; you can run this city without an administrator. You need to take responsibility and stand and communicate with the citizens.

Councilor Middleton said I will come out and talk with the citizens about this bridge. Bret Baxter asked is it your intention to pursue this. CA Wiggins said we have told ODOT if they take immanent domain off the table, we want to try and pursue this. I haven't come out and talk until I have more information from ODOT, it doesn't help to come without information.

Mayor Hawkins discussed this with Bret Baxter and explained that they have been unsure since this came up.

Councilor Middleton asked what do the citizens want. Matt Later said we would like to maintain the bridge, a walking bridge will work, worst case scenario is remove it completely or go along with ODOT and their contract. Willard Bertrand and Matt Later discussed the bridge further and that EMS doesn't use the bridge. ODOT was discussed further and their lack of working towards compromises. Everyone discussed the bridge and what they would like to see done.

April Bush asked if someone will monitor the neighborhood watch on Facebook when CA Wiggins is gone. Mayor Hawkins said that will be discussed with Wiggins.

7. ADJOURNMENT:

This meeting adjourned at 7:11 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Aug 14 2023
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Adjustments July 2023](#)

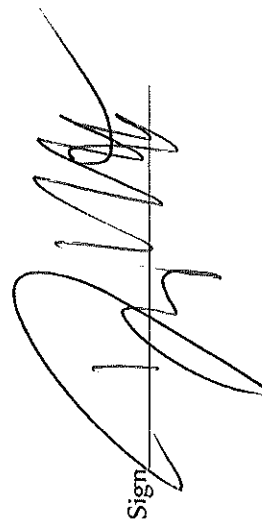
[AP's July 2023](#)

[Expenses July 2023](#)

[Office Manager Report-July](#)

[Revenues July 2023](#)

Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment
7/5/2023	Clark, Ethan	102490019	Credit	\$ (34.93)	over charged - should have been pro-rated for 10 days
7/5/2023	Brounstein, Jerry	108620071	Credit	\$ (43.33)	water leak adjustment
7/5/2023	Huntington, Beth	104280011	Credit	\$ (15.00)	remove late fees
7/6/2023	multiple accounts	multiple accounts	Debit	\$ 175.00	delinq shut offs
7/6/2023	Meeker, Kalyn	106490063	Credit	\$ (333.25)	water leak adjustment
7/6/2023	Gibbs, Judi	101350016	Credit	\$ (207.37)	water leak adjustment
7/17/2023	Union Hotel	105360036	Debit	\$ 340.68	hotel sewer charges
7/20/2023	Sanders, Carl	163351927	Debit	\$ 16.00	Turn on fee
7/20/2023	Savely, Deb	102780046	Debit	\$ 16.00	Turn on fee
7/20/2023	Ray, Gary	163351926	Debit	\$ 16.00	Turn on fee
7/24/2023	Gardner, Dylan	100220033	Debit	\$ 50.00	new account set up fees
7/24/2023	Boling, Wayne	163240005	Debit	\$ 16.00	Turn on fee
7/24/2023	Hall, Misty	163350481	Debit	\$ 16.00	Turn on fee
7/25/2023	Sanders, Carl	163351927	Debit	\$ 50.00	new account set up fees
7/31/2023	multiple accounts	multiple accounts	Debit	\$ 1,020.00	delinq shut notices



Sign

Date

8-7-21

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
21	final bill	Admiral Beverage Northwest, 2404 H Ave, La Grande, OR, 97850		07/10/23	water/bottle rent - final bill	07/14/23	\$13.00	\$13.00	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$45,000.00
								\$13.00				
3	July '23	Allstream, PO Box 734521, Chicago, IL, 60673-4521		07/10/23	city well	07/14/23	\$101.25	\$101.25	200-200-5202570	Telephone/Cell	\$5,500.00	\$5,500.00
				07/10/23	treatment plant	07/14/23	\$99.56	\$99.56	300-300-5202570	Telephone/Cell	\$3,000.00	\$3,000.00
								\$200.81				
2	75257	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850		07/10/23	CDBG work	07/14/23	\$12,001.25	\$12,001.25	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,250,000.00
				07/10/23	treatment plant engineering	07/14/23	\$3,296.73	\$3,296.73	300-300-5202120	Engineering	\$17,500.00	\$17,500.00
								\$15,297.98				
150	80130471	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223		07/10/23	contract services	07/14/23	\$900.00	\$900.00	200-200-5202190	Contract Services	\$5,000.00	\$5,000.00
				07/10/23	meter reading program	07/14/23	\$29.22	\$29.22	200-200-5203800	IT/Computer/Software	\$7,500.00	\$7,500.00
				07/10/23	meter reading program	07/14/23	\$29.22	\$29.22	300-300-5203800	IT/Computer/Software	\$8,500.00	\$8,500.00
90	32543	Baum Smith LLC, PO Box 967, La Grande, OR, 97850		07/10/23	municipal judge fees	07/14/23	\$125.00	\$125.00	100-140-5202190	Contract Services	\$2,500.00	\$2,500.00
								\$125.00				
445	July 2023	Catherine Creek Community Center, PO Box 275, Union, OR, 97883		07/11/23	grant funds for food bank	07/14/23	\$450.00	\$450.00	100-110-5202920	Economic Development	\$25,000.00	\$25,000.00
								\$450.00				
7	PO-UNN-12023-00	CIS Trust, PO Box 6836, Portland, OR, 97228-6836		07/10/23	property/liability insurance	07/14/23	\$3,417.10	\$3,417.10	100-110-5202710	Insurance/Property/Liabli	\$7,000.00	\$7,000.00
				07/10/23	property/liability insurance	07/14/23	\$17,768.98	\$17,768.98	200-200-5202710	Insurance/Property/Liabli	\$27,500.00	\$27,500.00
				07/10/23	property/liability insurance	07/14/23	\$17,768.98	\$17,768.98	300-300-5202710	Insurance/Property/Liabli	\$27,500.00	\$27,500.00
				07/10/23	property/liability insurance	07/14/23	\$2,050.27	\$2,050.27	500-500-5202710	Insurance/Property/Liabli	\$5,000.00	\$5,000.00
				07/10/23	property/liability insurance	07/14/23	\$3,417.10	\$3,417.10	600-600-5202710	Insurance/Property/Liabli	\$4,500.00	\$4,500.00
				07/10/23	property/liability insurance	07/14/23	\$10,251.34	\$10,251.34	700-710-5202710	Insurance/Property/Liabli	\$12,500.00	\$12,500.00
				07/10/23	property/liability insurance	07/14/23	\$10,251.34	\$10,251.34	700-720-5202710	Insurance/Property/Liabli	\$12,500.00	\$12,500.00
				07/10/23	property/liability insurance	07/14/23	\$3,417.10	\$3,417.10	800-800-5202710	Insurance/Property/Liabli	\$4,250.00	\$4,250.00
								\$68,342.21				
8	52611	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077		07/10/23	street supplies	07/14/23	\$44.94	\$44.94	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$6,500.00
								\$44.94				
427	23-006	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883		07/10/23	June '23 management contract services	07/14/23	\$504.06	\$504.06	800-800-5202190	Contract Services	\$24,000.00	\$24,000.00
								\$504.06				

Council Approval Report (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
12	League of Oregon Cities, 1201 Court St N.E., Ste 200, Salem, OR, 97301	2023-200395	07/10/23	membership dues	07/14/23	\$1,284.00	<u>\$149.80</u>	100-110-5202600	Dues/License/Certs	\$4,000.00	\$4,000.00
		2023-200395	07/10/23	membership dues	07/14/23	\$435.00		200-200-5202600	Dues/License/Certs	\$3,500.00	\$3,500.00
		2023-200395	07/10/23	membership dues	07/14/23	\$435.00		300-300-5202600	Dues/License/Certs	\$3,500.00	\$3,500.00
							<u>\$2,154.00</u>				
13	Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850	3200890489	07/10/23	medic 9	07/14/23	\$137.94		700-720-5202500	Vehicle Maintenance	\$2,500.00	\$2,500.00
							<u>\$137.94</u>				
472	Lewis, Sia, 22 N Failing Street, Portland, OR, 97227	reimb	07/10/23	reimb on closed account	07/14/23	\$24.33		200-200-5202991	Misc Expense	\$1,000.00	\$1,000.00
		reimb	07/10/23	reimb on closed account	07/14/23	\$43.94		300-300-5202991	Misc Expense	\$500.00	\$500.00
		reimb	07/10/23	reimb on closed account	07/14/23	\$5.00		700-710-5202991	Misc Expense	\$150.00	\$150.00
		reimb	07/10/23	reimb on closed account	07/14/23	\$5.00		700-720-5202991	Misc Expense	\$200.00	\$200.00
470	Lovan, Joseph, PO Box 1028, Union, OR, 97883	reimb July '23	07/10/23	reimb for double payment	07/14/23	\$110.09	<u>\$78.27</u>	200-200-5202991	Misc Expense	\$1,000.00	\$1,000.00
		reimb July '23	07/10/23	reimb for double payment	07/14/23	\$105.06		300-300-5202991	Misc Expense	\$500.00	\$500.00
		reimb July '23	07/10/23	reimb for double payment	07/14/23	\$10.00		700-710-5202991	Misc Expense	\$150.00	\$150.00
		reimb July '23	07/10/23	reimb for double payment	07/14/23	\$10.00		700-720-5202991	Misc Expense	\$200.00	\$200.00
227	Maestas, Frank, PO Box 342, Union, OR, 97883	July '23 reimb	07/11/23	dust abatement 1/3 reimbursement	07/14/23	\$180.00	<u>\$235.15</u>	500-500-5202841	Dust Abatement	\$1,250.00	\$1,250.00
							<u>\$180.00</u>				
14	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850	27037	07/10/23	ranger station house #2	07/14/23	\$5,674.89		115-000-5403203	Land/Buildings	\$435,710.00	\$435,710.00
		28077	07/10/23	ranger station house #2	07/14/23	\$3,324.23		115-000-5403203	Land/Buildings	\$435,710.00	\$435,710.00
		28030	07/10/23	public works supplies	07/14/23	\$39.53		200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$37,500.00
		28077	07/10/23	public works supplies	07/14/23	\$208.05		200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$37,500.00
		28152	07/10/23	public works supplies	07/14/23	\$167.91		200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$37,500.00
		28685	07/10/23	public works supplies	07/14/23	\$122.14		200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$37,500.00
219	Myron, James, 640 N Nineth St., Union, OR, 97883	reimb 2023	07/10/23	dust abatement 1/3 reimb	07/14/23	\$352.80	<u>\$9,536.75</u>	500-500-5202841	Dust Abatement	\$1,250.00	\$1,250.00
							<u>\$352.80</u>				
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	38102959	07/10/23	ambulance supplies	07/14/23	\$73.80		700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$14,000.00

Council Approval Report

(Council Approval Report)





Vendor		Invoice		Due Date		Invoice Amt		Approved Amt		Account Number		Account Description		Budgeted \$		YTD Balance	
Invoice Number	Date	Description															
18																	
One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076																	
3060502	07/10/23	water/sewer locates		07/14/23	\$14.00	\$14.00		\$73.80		200-200-5202190		Contract Services		\$5,000.00		\$5,000.00	
3060502	07/10/23	water/sewer locates		07/14/23	\$14.00	\$14.00				300-300-5202190		Contract Services		\$7,000.00		\$7,000.00	
19																	
Oregon Association of Water Utilities, 935 N. Main, Independence, OR, 97351																	
35525	07/10/23	membership dues		07/14/23	\$261.67	\$261.67		\$28.00		200-200-5202010		Travel/Training		\$2,500.00		\$2,500.00	
35525	07/10/23	membership dues		07/14/23	\$261.68	\$261.68				300-300-5202010		Travel/Training		\$1,500.00		\$1,500.00	
17																	
O'Reilly Enterprises, PO Box 248, Cove, OR, 97824																	
July '23	07/10/23	IT services		07/14/23	\$203.32	\$203.32		\$523.35		100-110-5203800		IT/Computer/Software		\$8,000.00		\$8,000.00	
July '23	07/10/23	IT services		07/14/23	\$10.00	\$10.00				100-140-5203800		IT/Computer/Software		\$250.00		\$250.00	
July '23	07/10/23	IT services		07/14/23	\$223.34	\$223.34				200-200-5203800		IT/Computer/Software		\$7,500.00		\$7,500.00	
637	07/10/23	IT services		07/14/23	\$100.00	\$100.00				300-300-5203800		IT/Computer/Software		\$8,500.00		\$8,500.00	
July '23	07/10/23	IT services		07/14/23	\$223.34	\$223.34				300-300-5203800		IT/Computer/Software		\$8,500.00		\$8,500.00	
July '23	07/10/23	IT services		07/14/23	\$55.00	\$55.00				500-500-5203800		IT/Computer/Software		\$1,500.00		\$1,500.00	
638	07/10/23	IT services		07/14/23	\$50.00	\$50.00				600-600-5203800		IT/Computer/Software		\$3,500.00		\$3,500.00	
July '23	07/10/23	IT services		07/14/23	\$55.00	\$55.00				600-600-5203800		IT/Computer/Software		\$3,500.00		\$3,500.00	
July '23	07/10/23	IT services		07/14/23	\$10.00	\$10.00				700-710-5203800		IT/Computer/Software		\$500.00		\$500.00	
July '23	07/10/23	IT services		07/14/23	\$10.00	\$10.00				700-720-5203800		IT/Computer/Software		\$1,000.00		\$1,000.00	
July '23	07/10/23	IT services		07/14/23	\$10.00	\$10.00				800-800-5203800		IT/Computer/Software		\$500.00		\$500.00	
20																	
Oxarc, PO Box 2605, Spokane, WA, 99220-2605																	
31826813	07/10/23	treatment plant supplies		07/14/23	\$50.00	\$50.00		\$950.00		300-300-5202181		Supplies (Janitorial & Op		\$45,000.00		\$45,000.00	
31840026	07/11/23	treatment plant supplies		07/14/23	\$80.13	\$80.13				300-300-5202181		Supplies (Janitorial & Op		\$45,000.00		\$45,000.00	
31840028	07/10/23	treatment plant supplies		07/14/23	\$82.39	\$82.39				300-300-5202181		Supplies (Janitorial & Op		\$45,000.00		\$45,000.00	
31840087	07/10/23	treatment plant supplies		07/14/23	\$35.86	\$35.86				300-300-5202181		Supplies (Janitorial & Op		\$45,000.00		\$45,000.00	
31842201	07/10/23	treatment plant supplies		07/14/23	\$671.89	\$671.89				300-300-5202181		Supplies (Janitorial & Op		\$45,000.00		\$45,000.00	
31843737	07/10/23	credit memo		07/14/23	(\$300.00)	(\$300.00)		\$620.27		300-300-5202181		Supplies (Janitorial & Op		\$45,000.00		\$45,000.00	
49																	
Quality Control Systems, PO Box 14831, Portland, OR, 97214																	
71435	07/10/23	equipment service/maint		07/14/23	\$915.00	\$915.00				300-300-5202880		Equipment Repair/Maint		\$10,000.00		\$10,000.00	
96																	
Royal Rock, PO Box 116, Cove, OR, 97824																	
987123	07/10/23	gravel/supplies		07/14/23	\$1,685.63	\$1,685.63		\$915.00		500-500-5202181		Supplies (Janitorial & Op		\$6,500.00		\$6,500.00	
366																	
SAIF Corp, 400 High Street SE, Salem, OR, 97312																	
								\$1,685.63									

Council Approval Report (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		1001308091	07/10/23	workmans comp	07/14/23	\$341.82	\$341.82	100-110-5202710	Insurance/Property/Liability	\$7,000.00	\$7,000.00
		1001308091	07/10/23	workmans comp	07/14/23	\$826.12	\$826.12	200-200-5202710	Insurance/Property/Liability	\$27,500.00	\$27,500.00
		1001308091	07/10/23	workmans comp	07/14/23	\$826.12	\$826.12	300-300-5202710	Insurance/Property/Liability	\$27,500.00	\$27,500.00
		1001308091	07/10/23	workmans comp	07/14/23	\$284.87	\$284.87	500-500-5202710	Insurance/Property/Liability	\$5,000.00	\$5,000.00
		1001308091	07/10/23	workmans comp	07/14/23	\$71.22	\$71.22	500-500-5202710	Insurance/Property/Liability	\$5,000.00	\$5,000.00
		1001308091	07/10/23	workmans comp	07/14/23	\$213.65	\$213.65	700-710-5202710	Insurance/Property/Liability	\$12,500.00	\$12,500.00
		1001308091	07/10/23	workmans comp	07/14/23	\$213.65	\$213.65	700-720-5202710	Insurance/Property/Liability	\$12,500.00	\$12,500.00
		1001308091	07/10/23	workmans comp	07/14/23	\$71.22	\$71.22	800-800-5202710	Insurance/Property/Liability	\$4,250.00	\$4,250.00
							\$2,848.67				
38		SS Equipment, PO Box 967, Pasco, WA, 99301									
	credit		07/10/23	credit balance carried forward	07/14/23	(\$70.35)	(\$70.35)	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$37,500.00
	IL45350		07/10/23	supplies	07/14/23	\$137.85	\$137.85	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$37,500.00
							\$67.50				
381		Tactical Business Group, PO Box 788, Medford, OR, 97501									
	OR-COU-2023-003		07/10/23	ambulance billing fees-May and June 2023	07/14/23	\$510.00	\$510.00	700-720-5202152	Billing/ALS Fees	\$13,500.00	\$13,500.00
							\$510.00				
297		T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596									
	June '23		07/10/23	mobile internet	07/14/23	\$17.56	\$17.56	200-200-5203800	IT/Computer/Software	\$7,500.00	\$7,500.00
	June '23		07/10/23	mobile internet	07/14/23	\$17.56	\$17.56	300-300-5203800	IT/Computer/Software	\$8,500.00	\$8,500.00
	June '23		07/10/23	mobile internet	07/14/23	\$8.78	\$8.78	700-720-5203800	IT/Computer/Software	\$1,000.00	\$1,000.00
							\$43.90				
459		True Construction LLC, PO Box 1st Street, La Grande, OR, 97850									
	June 2023		07/10/23	ranger station house #2	07/14/23	\$1,987.50	\$1,987.50	115-000-5403203	Land/Buildings	\$435,710.00	\$435,710.00
							\$1,987.50				
25		Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457									
	T009307		07/10/23	water testing	07/14/23	\$53.00	\$53.00	200-200-5202270	Water Testing	\$4,000.00	\$4,000.00
							\$53.00				
162		Union Collision Center, PO Box 623, Union, OR, 97883									
	3889		07/11/23	equipment repairs	07/14/23	\$317.00	\$317.00	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$10,000.00
							\$317.00				
116		Union County Sheriff's Office, 1109 K Ave, La Grande, OR, 97850									
	July '23-Sept '23		07/10/23	patrol contract hours	07/14/23	\$12,573.75	\$12,573.75	100-120-5202190	Contract Services	\$75,000.00	\$75,000.00
	Apr '23-June '23		07/10/23	animal control contract hours	07/14/23	\$302.26	\$302.26	100-120-5202250	Animal Control	\$4,000.00	\$4,000.00
							\$12,876.01				
85		Union Market, PO Box 886, Acct #2010, Union, OR, 97883									
	June '23		07/10/23	supplies	07/14/23	\$17.48	\$17.48	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$6,000.00
	June '23		07/10/23	park supplies	07/14/23	\$95.31	\$95.31	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$5,000.00

City of Union
Council Approval Report
(Council Approval Report)

7/11/2023 3:02pm

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		June '23	07/10/23	fire dept supplies	07/14/23	\$70.32	\$70.32	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$4,500.00
		June '23	07/10/23	supplies	07/14/23	\$26.35	\$26.35	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$5,000.00
							\$209.46				
469	Victory Acres Farm, 62611 Fruitdate Lane, La Grande, OR, 97850	June '23	07/10/23	pony rides in park	07/14/23	\$500.00	\$500.00	600-600-5203450	Library Programs	\$7,250.00	\$7,250.00
							\$500.00				
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293	June '23	07/10/23	chev colorado service truck	07/14/23	\$52.79	\$52.79	100-130-5202490	Fuel	\$2,500.00	\$2,500.00
		June '23	07/10/23	mower	07/14/23	\$26.52	\$26.52	100-130-5202490	Fuel	\$2,500.00	\$2,500.00
		June '23	07/10/23	weed eater	07/14/23	\$6.05	\$6.05	100-130-5202490	Fuel	\$2,500.00	\$2,500.00
		June '23	07/10/23	park edger	07/14/23	\$29.97	\$29.97	100-130-5202490	Fuel	\$2,500.00	\$2,500.00
		June '23	07/10/23	prompt pay credit	07/14/23	(\$0.52)	(\$0.52)	200-200-5202490	Fuel	\$5,000.00	\$5,000.00
		June '23	07/10/23	vac truck - split 1/2 with sewer	07/14/23	\$41.52	\$41.52	200-200-5202490	Fuel	\$5,000.00	\$5,000.00
		June '23	07/10/23	white ford service truck	07/14/23	\$128.95	\$128.95	200-200-5202490	Fuel	\$5,000.00	\$5,000.00
		June '23	07/10/23	white ford service truck	07/14/23	\$128.42	\$128.42	200-200-5202490	Fuel	\$5,000.00	\$5,000.00
		June '23	07/10/23	prompt pay credit	07/14/23	(\$0.52)	(\$0.52)	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
		June '23	07/10/23	vac truck - split 1/2 with water	07/14/23	\$41.53	\$41.53	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
		June '23	07/10/23	mower	07/14/23	\$53.75	\$53.75	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
		June '23	07/10/23	mower	07/14/23	\$29.11	\$29.11	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
		June '23	07/10/23	gmc service truck	07/14/23	\$132.14	\$132.14	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
		June '23	07/10/23	white ford service truck	07/14/23	\$113.92	\$113.92	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
		June '23	07/10/23	mower	07/14/23	\$44.72	\$44.72	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
		June '23	07/10/23	gator	07/14/23	\$16.19	\$16.19	700-710-5202490	Fuel	\$1,500.00	\$1,500.00
		June '23	07/10/23	saw and pump fuel	07/14/23	\$38.34	\$38.34	700-710-5202490	Fuel	\$1,500.00	\$1,500.00
		June '23	07/10/23	engine 72 fuel	07/14/23	\$44.74	\$44.74	700-710-5202490	Fuel	\$1,500.00	\$1,500.00
		June '23	07/10/23	prompt pay credit	07/14/23	(\$0.29)	(\$0.29)	700-720-5202490	Fuel	\$4,500.00	\$4,500.00
		June '23	07/10/23	medic 9	07/14/23	\$129.05	\$129.05	700-720-5202490	Fuel	\$4,500.00	\$4,500.00
		June '23	07/10/23	medic 9	07/14/23	\$102.61	\$102.61	700-720-5202490	Fuel	\$4,500.00	\$4,500.00
		June '23	07/10/23	mower	07/14/23	\$25.89	\$25.89	800-800-5202490	Fuel	\$4,500.00	\$4,500.00
		June '23	07/10/23	mower	07/14/23	\$33.35	\$33.35	800-800-5202490	Fuel	\$500.00	\$500.00
							\$1,218.23				
							\$134,632.07				

Total Bills To Pay:

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 14 day of July, 2023.

Council Member

Maddalena 7/10/23

Council Member

Anita Boyer Davis 7-13-23

City Administrator

[Signature]

Council Approval Report

(Council Approval Report)

Vendor											
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
473	AmeriForms, PO Box 260357, Plano, TX, 75026										
61988	07/24/23	checks	07/28/23	\$54.98	\$54.98	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$6,000.00		
61988	07/24/23	checks	07/28/23	\$82.50	\$82.50	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$36,682.37		
61988	07/24/23	checks	07/28/23	\$82.50	\$82.50	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$44,341.98		
61988	07/24/23	checks	07/28/23	\$18.34	\$18.34	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,973.65		
61988	07/24/23	checks	07/28/23	\$18.34	\$18.34	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$4,395.78		
61988	07/24/23	checks	07/28/23	\$18.34	\$18.34	800-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$13,926.20		
					\$275.00						
277	Associated Design & Engineering Services LLC, PO Box 3292, La Grande, OR, 97850										
1577	07/24/23	ranger station proj/house #2	07/28/23	\$656.25	\$656.25	115-000-5403203	Land/Buildings	\$435,710.00	\$415,828.08		
					\$656.25						
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001										
July '23	07/24/23	city hall	07/28/23	\$5.78	\$5.78	100-110-5202501	Heat	\$1,300.00	\$1,300.00		
July '23	07/24/23	city hall	07/28/23	\$5.78	\$5.78	200-200-5202501	Heat	\$7,500.00	\$7,500.00		
July '23	07/24/23	treatment plant	07/28/23	\$17.34	\$17.34	300-300-5202501	Heat	\$4,000.00	\$4,000.00		
July '23	07/24/23	treatment plant	07/28/23	\$66.76	\$66.76	300-300-5202501	Heat	\$4,000.00	\$4,000.00		
July '23	07/24/23	city hall	07/28/23	\$5.78	\$5.78	300-300-5202501	Heat	\$4,000.00	\$4,000.00		
July '23	07/24/23	library	07/28/23	\$17.34	\$17.34	600-600-5202501	Heat	\$2,500.00	\$2,500.00		
July '23	07/24/23	ranger station	07/28/23	\$38.23	\$38.23	800-800-5202501	Heat	\$3,000.00	\$3,000.00		
					\$157.01						
450	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883										
July '23	07/24/23	cleaning contract	07/28/23	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,500.00	\$7,500.00		
July '23	07/24/23	cleaning contract	07/28/23	\$180.00	\$180.00	600-600-5202190	Contract Services	\$3,500.00	\$3,500.00		
					\$360.00						
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173										
June & July '23	07/24/23	phone	07/28/23	\$59.57	\$59.57	200-200-5202570	Telephone/Cell	\$5,500.00	\$5,398.75		
June & July '23	07/24/23	phone	07/28/23	\$58.74	\$58.74	200-200-5202570	Telephone/Cell	\$5,500.00	\$5,398.75		
June & July '23	07/24/23	internet	07/28/23	\$195.99	\$195.99	300-300-5203800	IT/Computer/Software	\$8,500.00	\$8,353.22		
June & July '23	07/24/23	phone	07/28/23	\$59.56	\$59.56	500-500-5202570	Telephone/Cell	\$650.00	\$650.00		
June & July '23	07/24/23	phone	07/28/23	\$130.26	\$130.26	600-600-5202570	Telephone/Cell	\$1,200.00	\$1,200.00		
June & July '23	07/24/23	internet	07/28/23	\$166.51	\$166.51	600-600-5203800	IT/Computer/Software	\$3,500.00	\$3,450.00		
					\$670.63						
402	Davenport, Chelsea, PO Box 946, Union, OR, 97883										
reimb July '23	07/24/23	airbnb supplies	07/28/23	\$157.72	\$157.72	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$2,812.08		
					\$157.72						
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850										
92731	07/25/23	contract services	07/28/23	\$28.97	\$28.97	100-110-5202190	Contract Services	\$7,500.00	\$7,500.00		
92731	07/25/23	contract services	07/28/23	\$4.98	\$4.98	100-120-5202640	Postage/Shipping	\$150.00	\$150.00		

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Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		92731	07/25/23	contract services	07/28/23	\$9.98	\$9.98	100-160-5202190	Contract Services	\$1,000.00	\$1,000.00
		92731	07/25/23	contract services	07/28/23	\$41.41	\$41.41	200-200-5202190	Contract Services	\$5,000.00	\$4,086.00
		92731	07/25/23	contract services	07/28/23	\$41.41	\$41.41	300-300-5202190	Contract Services	\$7,000.00	\$6,986.00
							\$126.75				
350	Farallon Consulting, PO Box 94147, Seattle, WA, 98124	48965	07/24/23	CDBG grant work	07/28/23	\$1,976.00	\$1,976.00	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,237,998.75
							\$1,976.00				
34	Fastenal, PO Box 1286, Winona, MN, 55987	ORLAG137026	07/24/23	park supplies	07/28/23	\$265.13	\$265.13	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$5,000.00
							\$265.13				
323	Fenn's Towing & Repair, PO Box 2708, La Grande, OR, 97850	14915	07/24/23	towing medic 9	07/28/23	\$300.00	\$300.00	700-720-5202500	Vehicle Maintenance	\$2,500.00	\$2,362.06
5531	07/24/23 medic 9 repair services		07/28/23			\$282.42	\$282.42	700-720-5202500	Vehicle Maintenance	\$2,500.00	\$2,362.06
							\$582.42				
64	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850	Jan '23	07/24/23	ambulance shared runs	07/28/23	\$3,652.14	\$3,652.14	700-720-5202152	Billing/ALS Fees	\$13,500.00	\$12,990.00
							\$3,652.14				
474	Lane Council of Governments, 859 Willamette Suite 500, Eugene, OR, 97401	89314	07/24/23	membership dues	07/28/23	\$633.00	\$633.00	100-110-5202600	Dues/License/Certs	\$4,000.00	\$4,000.00
							\$633.00				
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	20846784	07/24/23	ambulance medical supplies	07/24/23	\$83.86	\$83.86	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$13,926.20
							\$83.86				
458	Michael Becker General Contractor Inc., PO Box 1159, La Grande, OR, 97850	Payment #1 July 2	07/24/23	water system backup proj	07/28/23	\$104,630.63	\$104,630.63	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,237,998.75
		payment #1 July '2	07/24/23	headworks screen project	07/28/23	\$21,897.50	\$21,897.50	310-000-5404550	Treatment Facility Improv	\$464,750.00	\$464,750.00
							\$126,528.13				
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711	July '23	07/24/23	cash back rewards	07/28/23	(\$14.50)	(\$14.50)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$6,000.00
July '23			07/24/23	cash back rewards	07/28/23	(\$12.36)	(\$12.36)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$6,000.00
July '23			07/24/23	microsoft	07/28/23	\$9.95	\$9.95	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$6,000.00
July '23			07/24/23	idrive.com	07/28/23	\$66.50	\$66.50	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$6,000.00
July '23			07/24/23	rackspace email	07/28/23	\$128.70	\$128.70	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$6,000.00
July '23			07/24/23	postage	07/28/23	\$12.55	\$12.55	100-110-5202640	Postage/Shipping	\$3,000.00	\$3,000.00
July '23			07/24/23	public works shops building paint	07/28/23	\$130.56	\$130.56	115-000-5403203	Land/Buildings	\$435,710.00	\$415,828.08
July '23			07/24/23	public works shops building paint	07/28/23	\$74.76	\$74.76	115-000-5403203	Land/Buildings	\$435,710.00	\$415,828.08
July '23			07/24/23	idrive.com	07/28/23	\$66.50	\$66.50	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$36,682.37

Council Approval Report

(Council Approval Report)

Vendor

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
July '23	07/24/23	idrive.com	07/28/23	\$66.50	\$66.50	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$36,682.37
July '23	07/24/23	water dept supplies	07/28/23	\$30.00	\$30.00	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$36,682.37
July '23	07/24/23	chev title/license	07/28/23	\$186.50	\$186.50	200-200-5202600	Dues/License/Certs	\$3,500.00	\$3,500.00
July '23	07/24/23	cash back rewards	07/28/23	(\$26.81)	(\$26.81)	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$44,341.98
July '23	07/24/23	idrive.com	07/28/23	\$66.50	\$66.50	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$44,341.98
July '23	07/24/23	rackspace email	07/28/23	\$128.70	\$128.70	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$44,341.98
July '23	07/24/23	sewer recert/Paul	07/28/23	\$170.23	\$170.23	300-300-5202600	Dues/License/Certs	\$3,500.00	\$3,500.00
July '23	07/24/23	vac truck maint	07/28/23	\$1,303.04	\$1,303.04	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$8,768.00
July '23	07/24/23	cash back rewards	07/28/23	(\$33.15)	(\$33.15)	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,973.65
July '23	07/24/23	library supplies	07/28/23	\$15.94	\$15.94	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,973.65
July '23	07/24/23	rackspace email	07/28/23	\$35.20	\$35.20	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,973.65
July '23	07/24/23	postage stamps	07/28/23	\$252.00	\$252.00	600-600-5202640	Postage/Shipping	\$300.00	\$300.00
July '23	07/24/23	fire dept supplies	07/28/23	\$59.94	\$59.94	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$4,395.78
July '23	07/24/23	cash back rewards	07/28/23	(\$0.82)	(\$0.82)	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$4,395.78
July '23	07/24/23	volunteer and burn ban banners	07/28/23	\$180.00	\$180.00	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$4,395.78
July '23	07/24/23	postage	07/28/23	\$12.55	\$12.55	700-720-5202640	Postage/Shipping	\$750.00	\$750.00
July '23	07/24/23	airbnb supplies	07/28/23	\$141.38	\$141.38	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$2,812.08
\$3,096.60									
48	OTEC, PO Box 226, Baker City, OR, 97814								
July '23	07/24/23	city hall	07/28/23	\$51.35	\$51.35	100-110-5202540	Electricity	\$1,000.00	\$1,000.00
July '23	07/24/23	park path lights	07/28/23	\$95.24	\$95.24	100-130-5202540	Electricity	\$2,000.00	\$2,000.00
July '23	07/24/23	transfer station	07/28/23	\$49.38	\$49.38	100-150-5202540	Electricity	\$800.00	\$800.00
July '23	07/24/23	city well	07/28/23	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$32,000.00
July '23	07/24/23	city well	07/28/23	\$2,043.21	\$2,043.21	200-200-5202540	Electricity	\$32,000.00	\$32,000.00
July '23	07/24/23	public works shop	07/28/23	\$58.22	\$58.22	200-200-5202540	Electricity	\$32,000.00	\$32,000.00
July '23	07/24/23	public works shop	07/28/23	\$75.47	\$75.47	200-200-5202540	Electricity	\$32,000.00	\$32,000.00
July '23	07/24/23	city hall	07/28/23	\$51.36	\$51.36	200-200-5202540	Electricity	\$32,000.00	\$32,000.00
July '23	07/24/23	treatment plant	07/28/23	\$1,595.78	\$1,595.78	300-300-5202540	Electricity	\$38,000.00	\$38,000.00
July '23	07/24/23	lift station	07/28/23	\$60.25	\$60.25	300-300-5202540	Electricity	\$38,000.00	\$38,000.00
July '23	07/24/23	pumphouse	07/28/23	\$2,296.38	\$2,296.38	300-300-5202540	Electricity	\$38,000.00	\$38,000.00
July '23	07/24/23	city hall	07/28/23	\$51.36	\$51.36	300-300-5202540	Electricity	\$38,000.00	\$38,000.00
July '23	07/24/23	street lights	07/28/23	\$2,133.27	\$2,133.27	500-500-5202540	Electricity	\$27,500.00	\$27,500.00
July '23	07/24/23	dearborn lights	07/28/23	\$55.77	\$55.77	500-500-5202540	Electricity	\$27,500.00	\$27,500.00
July '23	07/24/23	library	07/28/23	\$124.97	\$124.97	600-600-5202540	Electricity	\$3,250.00	\$3,250.00
July '23	07/24/23	ranger station	07/28/23	\$63.00	\$63.00	800-800-5202540	Electricity	\$2,000.00	\$2,000.00
July '23	07/24/23	ranger station	07/28/23	\$33.57	\$33.57	800-800-5202540	Electricity	\$2,000.00	\$2,000.00
\$9,083.58									
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850								
5067609131	07/24/23	copier contract	07/28/23	\$65.83	\$65.83	600-600-5202190	Contract Services	\$3,500.00	\$3,500.00

City of Union
Council Approval Report
 (Council Approval Report)

Vendor		Invoice		Due Date		Description		Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
217	Ridley Pest Control, PO Box 2795, La Grande, OR, 97850								\$65.83				
2351	07/24/23 grounds maint/spraying	07/28/23	\$405.00	\$405.00	800-800-5202820	Maintenance (Building &		\$2,000.00	\$2,000.00				
197	Scotts Heating and AC Service, 1505 N Pine, La Grande, OR, 97850								\$405.00				
19938968	07/24/23 ranger station proj/house #2/mini split system	07/28/23	\$9,700.00	\$9,700.00	115-000-5403203	Land/Buildings		\$435,710.00	\$415,828.08				
475	SPVW Landscape Architects, 1908 W Northwest Boulevard, Suite A, Spokane, WA, 99205								\$9,700.00				
2335	07/24/23 city park project master plan	07/28/23	\$5,592.50	\$5,592.50	100-110-5202920	Economic Development		\$25,000.00	\$25,000.00				
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644								\$5,592.50				
July '23	07/24/23 volunteer life insurance	07/28/23	\$3.96	\$3.96	700-710-5102128	Benefits		\$6,305.00	\$6,305.00				
July '23	07/24/23 volunteer life insurance	07/28/23	\$3.97	\$3.97	700-720-5102128	Benefits		\$6,305.00	\$6,305.00				
242	TMG Services, 3216 E. Portland Ave, Tacoma, WA, 98404								\$7.93				
50311-IN	07/24/23 water dept supplies	07/28/23	\$1,077.12	\$1,077.12	200-200-5202181	Supplies (Janitorial & Op		\$37,500.00	\$36,682.37				
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457								\$1,077.12				
T009604	07/24/23 sewer testing	07/28/23	\$213.90	\$213.90	300-300-5204950	Sewer Testing		\$2,500.00	\$2,500.00				
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205								\$213.90				
July '23	07/24/23 on call cell phone	07/28/23	\$26.83	\$26.83	200-200-5202570	Telephone/Cell		\$5,398.75	\$5,398.75				
July '23	07/24/23 on call cell phone	07/28/23	\$26.83	\$26.83	300-300-5202570	Telephone/Cell		\$3,000.00	\$2,900.44				
July '23	07/24/23 ambulance cell phone	07/28/23	\$53.29	\$53.29	700-720-5202570	Telephone/Cell		\$850.00	\$850.00				
50	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693								\$106.95				
386688	07/24/23 billing/postage	07/28/23	\$297.46	\$297.46	200-200-5202640	Postage/Shipping		\$3,500.00	\$3,500.00				
386968	07/24/23 billing/postage	07/28/23	\$28.71	\$28.71	200-200-5202640	Postage/Shipping		\$3,500.00	\$3,500.00				
386968	07/24/23 billing/postage	07/28/23	\$296.14	\$296.14	300-300-5202640	Postage/Shipping		\$3,500.00	\$3,500.00				
386968	07/24/23 billing/postage	07/28/23	\$28.71	\$28.71	300-300-5202640	Postage/Shipping		\$3,500.00	\$3,500.00				
386968	07/24/23 billing/postage	07/28/23	\$33.66	\$33.66	700-710-5202640	Postage/Shipping		\$500.00	\$500.00				
386968	07/24/23 billing/postage	07/28/23	\$9.13	\$9.13	700-710-5202640	Postage/Shipping		\$500.00	\$500.00				
386968	07/24/23 billing/postage	07/28/23	\$33.66	\$33.66	700-720-5202640	Postage/Shipping		\$750.00	\$750.00				
386968	07/24/23 billing/postage	07/28/23	\$9.13	\$9.13	700-720-5202640	Postage/Shipping		\$750.00	\$750.00				
423	Wagoner, Michael, PO Box 545, Union, OR, 97883								\$736.60				

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
reimb	July '23	07/24/23	1/3 dust abatement reimbursement		07/28/23	\$88.20	\$88.20	500-500-5202841	Dust Abatement	\$1,250.00	\$329.12
321	July '23	07/24/23	city hall internet	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	07/28/23	\$43.60	\$43.60	100-110-5203800	IT/Computer/Software	\$8,000.00	\$8,000.00
July 2023	July '23	07/24/23	public works phone/internet		07/28/23	\$206.59	\$206.59	200-200-5202570	Telephone/Cell	\$5,500.00	\$5,398.75
July '23	July '23	07/24/23	city hall internet		07/28/23	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$7,500.00	\$7,453.22
July 2023 WWTP	July '23	07/24/23	phone/internet		07/28/23	\$212.80	\$212.80	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,900.44
July '23	July '23	07/24/23	city hall internet		07/28/23	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$8,500.00	\$8,353.22
July '23	July '23	07/24/23	city hall internet		07/28/23	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,500.00
July '23	July '23	07/24/23	city hall internet		07/28/23	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$500.00	\$500.00
July '23	July '23	07/24/23	city hall internet		07/28/23	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$1,000.00	\$991.22
July 2023	July 2023	07/24/23	internet		07/28/23	\$50.00	\$50.00	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$2,812.08
						\$689.69					
						\$166,987.94					

Total Bills To Pay:

City of Union

Expenditures Register Approval

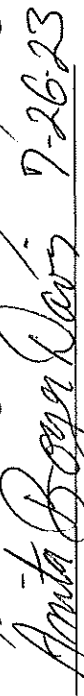
We, the Union City Council, do hereby certify and declare that we reviewed the demands enumerated and referred to in the foregoing expense pay list. We acknowledge the signature of the City Administrator indicates that he/she has reviewed and approved each of the foregoing expenditures. And, that the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

Approved for distribution on this 25 day of July, 2023.

Council Member

 7/25/23

Council Member

 7-26-23

City Administrator



CASH SUMMARY COMPARED TO BUDGET (Expenses) July 2023

Department	2023-2024 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 532,682.00	\$ 21,298.74	\$ 21,298.74	\$ 511,383.26	4.0%
Building Maintenance Rsv	\$ 467,210.00	\$ 30,443.49	\$ 30,443.49	\$ 436,766.51	6.5%
Vehicle/Equip Rsv	\$ 153,800.00		\$ -	\$ 153,800.00	0.0%
Public Safety	\$ 94,920.00	\$ 14,558.54	\$ 14,558.54	\$ 80,361.46	15.3%
Emergency Event	\$ 547,650.00		\$ -	\$ 547,650.00	0.0%
Parks Department	\$ 44,251.00	\$ 3,022.40	\$ 3,022.40	\$ 41,228.60	6.8%
Park Rsv	\$ 29,013.00		\$ -	\$ 29,013.00	0.0%
Special Tree Fund	\$ 12,930.00		\$ -	\$ 12,930.00	0.0%
Court	\$ 2,975.00	\$ 135.00	\$ 135.00	\$ 2,840.00	4.5%
Recycling	\$ 900.00	\$ 49.38	\$ 49.38	\$ 850.62	5.5%
Planning	\$ 26,363.00	\$ 1,402.62	\$ 1,402.62	\$ 24,960.38	5.3%
Total General Fund	\$ 1,912,694.00	\$70,910.17	\$70,910.17	\$ 1,841,783.83	3.7%
WATER FUND					
Water Department	\$ 870,275.00	\$ 43,788.39	\$ 43,788.39	\$ 826,486.61	5.0%
Water Rsv	\$ 1,862,500.00	\$ 118,607.88	\$ 118,607.88	\$ 1,743,892.12	6.4%
Total Water Fund	\$ 2,732,775.00	\$ 162,396.27	\$162,396.27	\$ 2,570,378.73	5.9%
SEWER FUND					
Sewer Department	\$ 823,300.00	\$ 48,656.07	\$ 48,656.07	\$ 774,643.93	5.9%
Sewer Rsv	\$ 554,750.00	\$ 21,897.50	\$ 21,897.50	\$ 532,852.50	3.9%
Sewer Debt	\$ 377,833.00	\$ 14,685.97	\$ 14,685.97	\$ 363,147.03	3.9%
Total Sewer Fund	\$ 1,755,883.00	\$ 85,239.54	\$85,239.54	\$ 1,670,643.46	4.9%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 98,826.00		\$ -	\$ 98,826.00	0.0%
Total SDC	\$ 98,826.00	\$ -	\$0.00	\$ 98,826.00	0.0%
STREET FUND					
Street Department	\$ 337,000.00	\$ 14,742.55	\$ 14,742.55	\$ 322,257.45	4.4%
Street Rsv	\$ 606,867.00	\$ -	\$ -	\$ 606,867.00	0.0%
Bike/Ped Path	\$ 77,962.00	\$ -	\$ -	\$ 77,962.00	0.0%
Total Street Fund	\$ 1,021,829.00	\$ 14,742.55	\$14,742.55	\$ 1,007,086.45	1.4%
LIBRARY FUND					
Library Department	\$ 237,250.00	\$ 12,669.74	\$ 12,669.74	\$ 224,580.26	5.3%
Total Library Fund	\$ 237,250.00	\$ 12,669.74	\$12,669.74	\$ 224,580.26	5.3%

EMERGENCY SERVICES FUND

Unappropriated Funds	\$ 36,446.00		\$ -		
Fire Department	\$ 140,552.00	\$ 15,157.16	\$ 15,157.16	\$ 125,394.84	10.8%
Ambulance Department	\$ 174,252.00	\$ 19,523.98	\$ 19,523.98	\$ 154,728.02	11.2%
EMS Vehicle/Equip Rsv	\$ 271,293.00	\$ -	\$ -	\$ 271,293.00	0.0%
Total EMS Fund	\$ 586,097.00	\$ 34,681.14	\$34,681.14	\$ 551,415.86	5.9%

RANGER STATION FUND

Ranger Station	\$ 88,450.00	\$ 6,021.99	\$ 6,021.99	\$ 82,428.01	6.8%
Total Ranger Station	\$ 88,450.00	\$ 6,021.99	\$6,021.99	\$ 82,428.01	6.8%

DOWNTOWN REVOLVING LOAN FUND (DRL)

DRL Fees/Loans	\$ 36,653.00	\$ -	\$ -	\$ 36,653.00	0.0%
Total DRL	\$ 36,653.00	\$ -	\$0.00	\$ 36,653.00	0.0%

GRAND TOTAL	\$ 8,470,457.00	\$386,661.40	\$386,661.40	\$ 8,083,795.60	4.6%
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City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

MEMORANDUM

August 7, 2023

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

SUBJECT: Office Manager Staff Report – July 2023

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$197,432.70**
- ❖ Total expenditures for the month: **\$386,661.40**
- ❖ A total of **\$124,569.20** was billed out in utility bills for the month
- ❖ We delivered 51 delinquent notices on July 31st. Delinquent accounts will be shut off if no attempt is made to pay or payment arrangements made by August 6th. Shut off date will be 7th. Amount billed for delinquent notices **\$1020.00**. At the time of this report there is 1 account shut off. Once shut off, account must be paid in full for services to be restored.
- ❖ Total amount billed for late fees assessed **\$1230.00**
- ❖ Airbnb Revenue for July, **\$3037.27** before cleaning and management fees:
- ❖ 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 July.
- ❖ Yearly Audit is scheduled for the week of August 14th

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

Source	2023-2024 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,237,493.00	\$ -		\$ 1,237,493.00	0.0%
Property Taxes	\$ 170,000.00	\$ 1,808.34	\$ 1,808.34	\$ 168,191.66	1.1%
Delinquent Taxes	\$ 6,000.00	\$ 646.45	\$ 646.45	\$ 5,353.55	10.8%
Interest	\$ 1,500.00	\$ 180.23	\$ 180.23	\$ 1,319.77	12.0%
Franchise Fees	\$ 100,000.00	\$ 25,861.22	\$ 25,861.22	\$ 74,138.78	25.9%
Oregon Liquor Revenue	\$ 36,000.00	\$ 4,897.05	\$ 4,897.05	\$ 31,102.95	13.6%
Cigarette Tax	\$ 1,200.00	\$ 263.73	\$ 263.73	\$ 936.27	22.0%
Oregon Shared Revenue	\$ 23,500.00		\$ -	\$ 23,500.00	0.0%
Transient Lodging Tax	\$ 1,500.00	\$ 438.82	\$ 438.82	\$ 1,061.18	29.3%
Liquor License Fees	\$ 175.00		\$ -	\$ 175.00	0.0%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 2,500.00	\$ 400.00	\$ 400.00	\$ 2,100.00	16.0%
Burn Permits	\$ 1,200.00	\$ 10.00	\$ 10.00	\$ 1,190.00	0.8%
Court Fines	\$ 750.00		\$ -	\$ 750.00	0.0%
City Surplus Sales	\$ 1,000.00		\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 1,100.00	\$ 1,100.00	\$ 8,900.00	11.0%
COVID Funds	\$ -	\$ -	\$ -	\$ -	
Transfers From Other Funds	\$ 325,420.00	\$ -	\$ -	\$ 325,420.00	0.0%
Total General Fund	\$ 1,918,338.00	\$ 35,605.84	\$35,605.84	\$ 1,882,732.16	1.9%

WATER FUND

Cash on Hand	\$ 812,075.00	\$ -		\$ 812,075.00	0.0%
Interest	\$ 1,500.00	\$ 270.35	\$ 270.35	\$ 1,229.65	18.0%
Water Bills	\$ 510,000.00	\$ 61,442.05	\$ 61,442.05	\$ 448,557.95	12.0%
Set-up Fees	\$ 1,200.00	\$ 100.00	\$ 100.00	\$ 1,100.00	8.3%
Installation Fees	\$ 5,000.00	\$ 50.00	\$ 50.00	\$ 4,950.00	1.0%
CDBG Grant	\$ 1,250,000.00	\$ 4,547.00	\$ 4,547.00	\$ 1,245,453.00	0.4%
Transfers In	\$ 150,000.00		\$ -	\$ 150,000.00	0.0%
Misc Revenue	\$ 3,000.00	\$ 87.50	\$ 87.50	\$ 2,912.50	2.9%
Total Water Fund	\$ 2,732,775.00	\$ 66,496.90	\$ 66,496.90	\$ 2,666,278.10	2.4%

SEWER FUND

Cash on Hand	\$ 742,583.00	\$ -		\$ 742,583.00	0.0%
Interest	\$ 1,500.00	\$ 270.35	\$ 270.35	\$ 1,229.65	18.0%
Sewer Bills	\$ 620,000.00	\$ 53,754.96	\$ 53,754.96	\$ 566,245.04	8.7%
Set-up Fees	\$ 1,000.00	\$ 100.00	\$ 100.00	\$ 900.00	10.0%
Septic Fees	\$ 100.00		\$ -	\$ 100.00	0.0%
Installation Fees	\$ 3,500.00	\$ 50.00	\$ 50.00	\$ 3,450.00	1.4%
Billed Labs	\$ 2,500.00		\$ -	\$ 2,500.00	0.0%
Transfers In	\$ 383,500.00		\$ -	\$ 383,500.00	0.0%

Misc Revenue	\$ 1,200.00	\$ 87.50	\$ 87.50	\$ 1,112.50	7.3%
Total Sewer Fund	\$ 1,755,883.00	\$ 54,262.81	\$54,262.81	\$ 1,701,620.19	3.1%

SYSTEM DEVELOPMENT FUND (SDC)

Cash on Hand	\$ 98,826.00	\$ -		\$ 98,826.00	0.0%
Misc Revenue	\$ -	\$ -	\$ -	\$ -	
Water Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Sewer Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Water New Growth	\$ -	\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 98,826.00	\$ -	\$ -	\$ 98,826.00	0.0%

STREET FUND

Cash on Hand	\$ 411,937.00	\$ -		\$ 411,937.00	0.0%
State Gas Taxes	\$ 160,000.00	\$ 15,923.17	\$ 15,923.17	\$ 144,076.83	10.0%
Street Install Fees	\$ 500.00		\$ -	\$ 500.00	0.0%
Park Lights Grant	\$ -	\$ -	\$ -	\$ -	
Bridge STIP	\$ 316,392.00		\$ -	\$ 316,392.00	0.0%
Transfers from Other Funds	\$ 133,000.00		\$ -	\$ 133,000.00	0.0%
Total Street Fund	\$ 1,021,829.00	\$ 15,923.17	\$ 15,923.17	\$ 1,005,905.83	1.6%

LIBRARY FUND

Cash on Hand	\$ 110,500.00	\$ -		\$ 110,500.00	0.0%
Taxes Levied	\$ 120,000.00	\$ 1,881.55	\$ 1,881.55	\$ 118,118.45	1.6%
Grant Funds	\$ 1,750.00		\$ -	\$ 1,750.00	0.0%
Misc Revenue	\$ 5,000.00	\$ 15.38	\$ 15.38	\$ 4,984.62	0.3%
Total Library Fund	\$ 237,250.00	\$ 1,896.93	\$ 1,896.93	\$ 235,353.07	0.8%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 358,543.00	\$ -		\$ 358,543.00	0.0%
Interest	\$ 750.00	\$ 135.18	\$ 135.18	\$ 614.82	18.0%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,694.66	\$ 10,694.66	\$ 114,305.34	8.6%
Ambulance Svc Fees	\$ 65,000.00	\$ 8,389.91	\$ 8,389.91	\$ 56,610.09	12.9%
Burn Permits	\$ 1,250.00	\$ 10.00	\$ 10.00	\$ 1,240.00	0.8%
Transfers In	\$ 70,000.00		\$ -	\$ 70,000.00	0.0%
Misc Income	\$ 1,000.00	\$ 50.00	\$ 50.00	\$ 950.00	5.0%
Grant Funds	\$ 1,000.00		\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 622,543.00	\$ 19,279.75	\$ 19,279.75	\$ 603,263.25	3.1%

RANGER STATION FUND

Cash on Hand	\$ 16,100.00	\$ -		\$ 16,100.00	0.0%
Interest	\$ 250.00	\$ 45.03	\$ 45.03	\$ 204.97	18.0%
Rent	\$ 35,000.00	\$ 3,872.27	\$ 3,872.27	\$ 31,127.73	11.1%
Transfers In	\$ 20,000.00		\$ -	\$ 20,000.00	0.0%
Grant Funds	\$ 17,000.00		\$ -	\$ 17,000.00	0.0%
Misc Revenue	\$ 100.00	\$ 50.00	\$ 50.00	\$ 50.00	50.0%
Total Ranger Station	\$ 88,450.00	\$ 3,967.30	\$ 3,967.30	\$ 84,482.70	4.5%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 36,538.00	\$ -		\$ 36,538.00	0.0%
Interest	\$ 15.00	\$ -	\$ -	\$ 15.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In	\$ -		\$ -	\$ -	0.0%
Loan Payments Rec'd	\$ 100.00		\$ -	\$ 100.00	0.0%
Total DRL	\$ 36,653.00	\$ -	\$ -	\$ 36,653.00	0.0%
GRAND TOTAL	\$ 8,512,547.00	\$ 197,432.70	\$197,432.70	\$ 8,315,114.30	2.3%



Memorandum

Subject: Ordinance Officer Monthly Report
Meeting: City Council - Aug 14 2023
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

ATTACHED:

[Ordinance Officer Monthly Report July 2023](#)

JULY 2023

To:

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

From:

Dianna Arena-Ordinance Officer

Job Duties:

**Educate residents on city ordinances.
Enforce ordinances/Address violations.
Handle citizen complaints.**

Letters sent:

***Right of way violations 7. 3 compliances/4 no comply-will send follow up letters.
*Potential trailer inhabitation 5. 1 no one living in/1 picked up permit and CUD
paperwork/3-no response-will send follow up letter or call.
*Weeds and grasses 13. 8 compliances/5 to follow up on.
*BB hoops in Right of way 2. 1 compliance/1 will follow up.**

Other Business:

***Complaints:**

**Rooster crowing-Has been rehomed.
Concern regarding trailer with garbage being left on right of way too long-Truck and
trailer have been moved/dumped.
*Letters sent to parties regarding dumping/littering at recycling center.
*Chalked a vehicle off S. Third that has been "abandoned?"-will run the plate through
the sheriff's department.
*Reminder calls/letter sent to residents who need renewals for kennel licenses. 2 have
paid/1 will follow up on.**



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Aug 14 2023
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report July 2023](#)

July Monthly Report 2023

	Statistics	
	This Year	Last Year
Patron Count	1331	1300
Circulation Count:	1160	981
Adult	534	342
Children	626	598
Audios	116	99
Videos	165	108
Music CD's	0	0
Materials Added	81	110
Materials Discarded	0	526
Reference Questions	4	49
Programs for Patrons	33	26
Participants	505	535
Computer Usage	1307367	
New Patrons	12	10
ILL Requests	175	143
Notary	6	3

Events and Additions:

2nd movie in the park attendance: 63

See attachment for program breakdown/comparison

SRP July 2023	Attendance	SRP July 2022	
Dino Wash	16	Safari Silhouettes	9
Lewis & Clark traveling trunk	16	Handprint painting	10
Tiny gardeners	6	Paper beads	39
seed balls	12	Feather Earrings	10
Tai Chi	5	Yoga/lacing cards	22
Robotics show	47	Savage Serpents	78
Play kitchen	13	Yoga/mosaic masks	26
Tea blending	7	Food Hero 1	12
kids yoga & movement	0	Bird Houses	74
Finding bugs in nature	22	Food Hero 2	8
Adult yoga	3	Food Hero 3	22
leaf cutting tray	5	Animal Track Bingo	18
solar prints	7	Food Hero 4	15
tai chi	5	Guided Hike	16
watershed exploration	11	Aboriginal Art	5
Edible finger paint	19	Geodes	52
Guided ARTitation	5	Sand Art	40
kids yoga & movement	0	Cave Art	23
Nature Journal	12		
character puppets	14		
Oregon Trail Interpretive Center	15		
Geodes	48		
Oregon Rocks	19		
Tai Chi	5		
Movie	63		
Chiqui chef	21		
Floral Candles	7		
Go STEM	24		
Ice painting	22		
Go STEM	26		
Tai Chi	5		
Avella Orchard tour	3		
Superhero Design	14		



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Aug 14 2023
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Sheriff's Monthly Report July 2023](#)

[Sheriff's Deputy Hours July 2023](#)

[Sheriff's Yearly 2023](#)

Union Activities –July 2023

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

HOURS	155
Vacation Hours taken	0
Total Hours	155
CRIMINAL CITATIONS	2
TRAFFIC CITATIONS	1
WARNINGS	3
ARRESTS	3
CALLS FOR SERVICE	25
FI'S	36
WALK-INS	0
REPORTS	5
TOWS/IMPOUNDS	1
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
 Deputies attempted to locate suicidal person
 Deputy received a report of careless driving, UTL
 Report of an intoxicated driver, Deputy responded, follow up to be done
 Report of a stolen vehicle, determined to be a civil issue
 Report taken for UEMV and Criminal Mischief at the Union Hotel
 Deputy assisted with a call of harassment, verbal only parties counseled
 Extra patrol for Fireworks show
 Courtesy ride given to individuals
 Report taken for a hit and run
 2 Juveniles cited in lieu of arrest for theft
 Report taken for a Restraining Order Violation
 Options given for a report of Harassment
 Information taken for a weapons violation
 Civil options given for a report of Trespass
 Report taken for Theft of Services
 Report taken for Criminal Mischief at the Car Wash
 Deputy to assist with Speed Trailer Request
 One individual arrested for Theft of a firearm
 One person trespassed from the Union Library after threats of violence
 Report taken for a non-injury MVA
 Deputy responded for an animal complaint, resolved

UTL a suspicious vehicle

Deputy responded for a Neighbor dispute, determined to be unfounded.

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1																	0.00
2																	0.00
3															10		10.00
4							2.5								7.5		10.00
5															10		10.00
6																	0.00
7															7		7.00
8																	0.00
9			3				2.5										5.50
10			7												10		17.00
11															10		10.00
12															6		6.00
13															6		6.00
14																	0.00
15																	0.00
16																	0.00
17															10		10.00
18															9		9.00
19															8		8.00
20															6		6.00
21																	0.00
22																	0.00
23																	0.00
24															7		7.00
25															7.5		7.50
26															9		9.00
27															7		7.00
28																	0.00
29																	0.00
30																	0.00
31															10		10.00
Pub Total	0.00	0.00	10.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	140.00	0.00	155.00
Total Hrs	155.00	July															

Union 2023	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	0.00					
2	8.00	0.00	0.00	12.00	10.00	10.00	0.00					
3	8.00	0.00	0.00	6.00	10.00	10.00	10.00					
4	7.00	0.00	0.00	8.00	0.00	0.00	10.00					
5	0.00	8.00	0.00	7.00	0.00	0.00	10.00					
6	0.00	9.00	10.00	0.00	0.00	0.00	0.00					
7	0.00	10.00	10.00	0.00	10.00	0.00	7.00					
8	10.00	6.00	10.00	0.00	9.50	11.00	0.00					
9	11.50	0.00	0.00	11.50	9.00	21.00	5.50					
10	8.00	0.00	0.00	8.00	11.50	22.75	17.00					
11	7.00	0.00	0.00	13.00	0.00	10.50	10.00					
12	0.00	10.00	0.00	8.00	0.00	1.00	6.00					
13	0.00	8.00	10.00	0.00	0.00	0.00	6.00					
14	0.00	6.00	10.00	0.00	0.00	0.50	0.00					
15	10.00	7.00	10.00	0.00	0.00	10.00	0.00					
16	9.00	0.00	0.00	9.00	0.00	8.00	0.00					
17	9.00	0.00	0.00	8.00	0.00	0.00	10.00					
18	6.00	0.00	0.00	8.00	0.00	0.00	9.00					
19	0.00	8.00	7.00	6.00	0.00	10.00	8.00					
20	0.00	13.50	8.00	0.00	0.00	10.00	6.00					
21	0.00	8.00	7.00	0.00	0.00	10.00	0.00					
22	0.00	8.00	13.50	0.00	10.00	10.00	0.00					
23	7.00	0.00	0.00	8.00	13.00	0.00	0.00					
24	10.00	0.00	0.00	8.00	9.00	0.00	7.00					
25	10.00	0.00	0.00	7.00	0.00	0.00	7.50					
26	0.00	10.00	9.00	8.00	0.00	9.00	9.00					
27	0.00	8.50	10.00	0.00	0.00	9.50	7.00					
28	0.00	10.00	8.00	0.00	8.00	10.00	0.00					
29	10.00	0.00	9.00	0.00	8.50	7.00	0.00					
30	10.00	0.00	0.00	4.00	9.00	0.00	0.00					
31	7.00	0.00	0.00	0.00	8.00	0.00	10.00					
Total	147.5	138.5	138.50	139.50	134.50	180.3	155.00					

	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	35.00	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)



Memorandum

Subject: Animal Officer Monthly Report
Meeting: City Council - Aug 14 2023
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Animal Enforcement Report July 2023](#)

[AEO Hours Yearly 2023](#)

Union Animal Enforcement Hours—July 2023

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

HOURS: 7

Calls for Service: 6

Dog at large:

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

Dog Bites: 0

Barking Dog:

Citations: 0
Warnings: 1
Impounds: 0
Other Actions:

Animal Abuse/Neglect: 1

Other: See below*

Activities Included:

General patrol including previously reported problem areas
Follow up done as needed throughout the month
Deputy responded for report of Barking dogs, owners warned
Deputy responded for 2 loose dogs in livestock, Owner located and cited
Took a call regarding dogs left in a car with windows down
Deputies took 2 calls regarding lost dogs
Deputies took a call regarding a found dog, RP will hold it

AE 2022	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1												
2												
3	2.75											
4	1					6.5						
5	3						3					
6	1											
7		2.5										
8		7										
9							1					
10												
11							2					
12												
13												
14												
15					1							
16					1.5							
17							1					
18					1							
19												
20												
21												
22												
23					1	1.5						
24		2.5										
25												
26	1.5											
27												
28												
29												
30	3.5					1						
31												
TOTAL	12.75	12	0	0	4.5	9	7	0	0	0	0	0



Memorandum

Subject: Admin Monthly Report
Meeting: City Council - Aug 14 2023
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:
[Admin Report August 2023](#)

City of Union, Oregon



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

Home to the Buffalo Peak Golf Course

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

CITY ADMINISTRATOR REPORT July 2023

Ranger Station:

Rough in electrical was completed and HVAC will be in Mid-August to complete their end. Once the HVAC is complete, we will begin insulation and cover. Chelsea Davenport already found some furniture to go with the Ranger Station for this building from Camp Elkana. It has been stored and will be saving much money when decoration and outfitting the Ranger Station comes.

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. No real change here other than some discrepancies in the fair wage rates. This is being ironed out.

Influent Screen: The concrete channel has been completed and they have installed the manholes. I believe this project will be near completion by the contractor in mid to late August. PW will be working at getting a building put up over the building before winter. So far, we remain under budget.

Library:

The library summer program is winding down but has been so successful. It will be interesting to see the numbers from this summer's events. Tiffany and the Union Carnegie Library were featured in the newspaper for its summer activities. Many libraries around the area are watching our program.

Streets:

Crews still have the project to crack seal Fulton Street within the next month.

Parks:

Many of the park activities this month have been a hit and Robin has been keeping the park beautiful. The irrigation system continues to give some fits, but she has muddled through it. Vandalism in the bathrooms continues. We have been having problems with the bathroom locks and the doors fail to secure at night, creating many of the issues. PW works is working on the lock situation.

Council/Budget:

We had 17 applications for the CA position and LGPS continues to weed through those that are qualified. They will be interviewing candidates for first round of interviews the first week of August and soon after Council can begin their interviews.

CITY OF UNION, OREGON

FIRE/EMS:

All eyes will be on Measure 31-118 on August 22, 2023. Fire did receive two grants, one from Wildhorse for new radios in the ambulance and a second from the State Fire Marshalls office for staffing during the wildfire season.

Administration:

Finally, I want to thank all Council, Mayors, and citizens I have worked for the past five and half years. I believe we have accomplished many projects and have some major projects underway. Union needs to continue to move forward and if so, will be a strong active City. Keep Mainstreet alive, keep good relationships with the County and the Golf Course, and finally listen to your constituents. While we may never all agree, we can always find common ground, do not hesitate to evaluate all change that comes. The City of Union is in great hands with their elected representatives so long as they remain challenged and active.



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Aug 14 2023
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report July 2023](#)

Public Works Department Council Report for July 2023

Water: We did two taps on the main distribution line at well #3 for Becker Construction to use for our new chlorine system analyzer. Repaired a water service line on South 1st & West Harrison. Replaced two radio read water meter transmitters as the wires had been chewed on them. Assisted Becker Construction in the repair of the 4 inch mainline at the treatment plant.

Sewer: The effluent pond at the golf course is full and we had to clean the aerators for the first time this year last week. Nore and likely we will have to clean them periodically for the remainder of the summer as they are plugging up with moss. We got the oil bath fixed for RBC #2 and readjusted the RBC and now have it back online.

Streets: Some pot-hole patching has been done and we will do more once they are done working on the highway by our shop as it makes it a little tough getting in and out at times.

Ranger Station: We have cleaned up the mess at the middle unit from the contractors along with pulling all the old ductwork out from the foundation as it had gotten wet and needed to be removed. Scotts Heating should be in around the 23rd to complete the HVAC work and then the contractor should be able to start insulating and hanging sheetrock. The siding has been removed from the South Garage and Big Red should be starting to install new siding any day.

State Shops: The East wall of our shop is complete as we installed new house wrap and siding and painted it. We are currently working on the West side now and are hoping to have it completed soon.

Misc: Our two seasonal employees are wrapping up things as they both have football practice starting soon and will be leaving us this month.

City of Union

Public Works Lead

Paul Phillips

August 8, 2023

City of Union

Service Order List

All Service Orders, Exclude Completed, Exclude Cancelled

8/8/2023 12:36pm

Page 1

Order ID	Date	Request Type	Assigned To	Date	Status	Comp. Date	Account Number	Customer Name	Service Address	Reading
1621	8/3/23	Maint/Repair	PAUL PHILLIPS	8/3/23	ASSIGNED		TO install services @ 114210024	JOHNSTON, STEVE & JAIMIE	795 W Delta	
1138	3/23/22	Maint/Repair	PAUL PHILLIPS	3/23/22	ASSIGNED				1598 N COLLEGE	
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: July 2023 Wastewater Report
Meeting: City Council - Aug 14 2023
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:

[Wastewater Report July 2023](#)

Wastewater Report July 2023

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

Regular Maintenance

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

Effluent - Effluent discharge is going to Buffalo Creek Golf Course Pond average of 115,000 gall a day.

- Golf course checks on the pond and surrounding areas.

Projects / Future

- **New Screen Project**
 - Project continuing we have Becker Construction on site 4 days a week and the project is moving right along.

Other

- Letters for property approval with DEQ for biosolids application have been hand delivered or sent certified mail.
- Recycle area has been hit real hard with trash and we have spent several hours a few times this month picking up and trying to keep it clean.
- Generator Annual Service
- #2 RBC balanced and the chain oil bath was repaired and put back in place.
- Weed removal and clean up around the Wastewater Treatment Facility