



City of Union

Agenda

City Council Meeting

Monday, October 9, 2023 @ 7:00 PM

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

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Hawkins
Councilors:	Farmer, Cox, Black, Blackburn, Middleton, and Boyer-Davis
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. City Administrator Position Update	
4.2. Agreement for Dog Control Services	3 - 6
Agreement - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
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City Council - Sep 11 2023 - Minutes - Pdf	
• September 29, 2023	11 - 12
Council Special Meeting/Executive Session - Sep 29 2023 - Minutes - Pdf	
5.2. Work Session Minutes	
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Council Work Session - Sep 11 2023 - Minutes - Pdf	
• September 25, 2023	16 - 17
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5.3. Information Reports	
• Office Manager Monthly Report	18 - 36
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• Library Monthly Report	37 - 39
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[Citizen Suggestions September 2023](#)

- Fire/EMS Monthly Report 45 - 46
[September 2023 - Pdf](#)
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[September 2023 - Pdf](#)
- Animal Officer Monthly Report 52 - 54
[September 2023 - Pdf](#)

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

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

- 7.1. Admin Monthly Report 55 - 56
[September 2023 - Pdf](#)
- 7.2. Public Works Monthly Report 57 - 59
[September 2023 - Pdf](#)
[Service Order List - Pdf](#)
- 7.3. Wastewater Monthly Report 60 - 62
[September 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. Council Work Session - October 23, 2023 @ 6:00pm
- 9.2. Council Work Session - November 13, 2023 @ 6:00pm
- 9.3. Council Meeting - November 13, 2023 @ 7:00pm

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: Agreement for Dog Control Services
Meeting: City Council - Oct 09 2023
Prepared For: Mayor and Members of Council
Staff Contact: Roberta Vanderwall, Administrator

ATTACHED:

[Agreement for Dog Control Services](#)

AN AGREEMENT FOR DOG CONTROL SERVICES

THIS AGREEMENT IS MADE AND ENTERED INTO THIS ____ DAY OF _____, _____, by and between UNION COUNTY, OREGON, a political subdivision of the State of OREGON by and through the Sheriff or said County (hereinafter called COUNTY) and the CITY OF UNION, a municipal corporation of the State of Oregon (hereinafter called CITY).

WHEREAS, the CITY desires to contract with the COUNTY for animal control services from the Sheriff as provided herein; and

WHEREAS, the COUNTY is agreeable, with approval of the Sheriff, to rendering such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by ORS 190.010 and ORS 206.345;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is mutually agreed as follows:

- 1) COUNTY will provide dog control services, including licensing and kennel inspections with associated fees and licensing within the city limits of CITY to the extent and in the manner hereinafter set forth. The dog control services will encompass duties and functions within the jurisdiction of, and customarily rendered by, the Sheriff of the COUNTY, and pursuant to the statutes of the State of Oregon and ordinances of Union County. Such services will include the enforcement of the State Criminal statutes.
- 2) COUNTY will provide services at a rate of \$32.00 per hour of dog control services to CITY under this agreement with said rate being calculated as time either spent performing service within the CITY limits, or otherwise directly related to the handling of matters occurring within said CITY limits. COUNTY will provide CITY with a monthly report of the dog control activities and services performed for the previous month being claimed as provided under this agreement.
- 3) COUNTY will furnish and supply all labor, supervision, training, equipment and supplies necessary for the performance of dog control services.

- 4) The rendition of dog control services, standards of performance, discipline of officers, scheduling and coordination of services, and other matters incident or relating to the performance of such services, and the control of the personnel so employed will remain with the Sheriff, and otherwise under the control and responsibility of the COUNTY.
- 5) COUNTY hereby covenants and agrees to hold and save CITY, its officers, agents, assigns and employees harmless from all claims whatsoever that might arise against the CITY, its officers, agents, assigns and employees by reason of any act of the County, its officers, agents, assigns or employees in the performance of the law enforcement services required by the terms of this Agreement.
- 6) If CITY employs or utilizes the services of a municipal ordinance enforcement officer, the CITY and COUNTY will coordinate the activities that pertain to animal control, outside of dog control, with the animal control officers providing service under this Agreement so as to avoid duplication of services.
- 7) CITY understands that dog control calls for service received when animal control officers are off duty will be handled by deputies as time permits and after prioritization of other calls. Deputies may, depending on the circumstances of the call, refer a call for service to the next animal control officer on duty
- 8) The term of this agreement will be for 2 years (24 months), from the date executed by all parties, or for a period to begin as otherwise mutually agreed upon between the parties. Should CITY elect to terminate this Agreement prior to the expiration of said term, CITY will give at least 6 months notification of the termination.
- 9) Negotiations for new contract will begin in January of the expiration year. If negotiations have not been conducted or an agreement has not been reached the COUNTY will continue services and billing for 120 days past the contract expiration date.
- 10) In consideration of the services provided for herein and above, the CITY agrees to pay in cash the amounts set forth in the attached Exhibit A, billed and payable within 90 days.

2 -AN AGREEMENT FOR DOG CONTROL SERVICES

APPROVED AND ACCEPTED by the CITY this _____ day of
_____, _____.

Mayor: _____

City Administrator/Recorder: _____

APPROVED AND ACCEPTED by the COUNTY this _____ day of
_____, _____.

County Commissioner: _____

County Commissioner: _____

County Commissioner: _____

3 -AN AGREEMENT FOR DOG CONTROL SERVICES



MINUTES

City Council Meeting

7:00 PM - Monday, September 11, 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 September 11, 2023, at 7:06 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:

Mayor Hawkins said Friday September 29, 2023, from 1 p.m.- 4:30 p.m. will be interviews and then at 6 p.m. we will have an open meeting so the citizens can meet the candidates.

4. NEW BUSINESS:

a) Old West Federal Credit Union - Signature Cards

Mayor Hawkins said we need some changes to our signature cards. Councilor Dick Middleton made a motion to add Interim City Administrator Roberta Vanderwall and Councilor Anita Boyer-Davis to the signature cards and remove Councilor John Farmer and Doug Wiggins. Tim Cox seconded the motion. Carried unanimously.

b) Oregon Business CDBG Authorization - Signature Cards

Mayor Hawkins said we need to make changes here too. Councilor Jay Blackburn made a motion to remove Doug Wiggins and add Interim City Administrator Roberta Vanderwall to the signature card. Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

c) Oregon Business Development Department (CDBG) - Disbursement Request No. 13 and Contractor Application for Payment No. 2

- d) Amendment #1 to Work Order 2022-02 to Anderson Perry's Engineering Services Contract for the Water System, Control; and Backup Power Improvement

Mr. Dave Wildman with Anderson and Perry described the changes. Councilor Cox has a conflict of interest and has left the room.

Councilor Jay Blackburn made a motion to approve the Amendment # 1 on Work Order 2022-02. Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

- e) Anderson Perry & Associates Contractor's Application for Payment No. 2
- f) Oregon Business Development Department (CDBG) - Change order 3 & 4

Mr. Dave Wildman from Anderson and Perry discussed the change orders and what will be done. Council and Mr. Wildman discussed the contingency funds. Councilor John Black made a motion to approve the change order 3 & 4. Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

- g) Amended Resolution 2023-03-A -Allocating ARPA Funds

Mayor Hawkins said we have a letter for a change on what these funds will be used for. Councilor Cox read the resolution for the record.

Councilor Jay Blackburn made a motion to approve Resolution 2023-03-A. Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

- h) Contract for Legal Services through Paige Sully, P.C. Attorney at Law

Council discussed the previous contracted amount and the requested raise. Councilor Anita Boyer-Davis made a motion to approve the new contract and wage. Tim Cox seconded the motion. Carried unanimously.

- i) EMS Fee Discussion

Mayor Hawkins said we will be looking at this in depth due to rising costs, the need for new equipment, and other costs. Council did discuss this before the special election occurred. Council also discussed putting the merger back on the ballot in May of next year.

- j) Dog Control Service Agreement

Interim City Administrator Roberta Vanderwall is going to get a better copy of the contract for review by Council.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. August 14, 2023

5.2. WORK SESSION MINUTES

5.2.1. August 14, 2023

5.2.2. August 28, 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-7-2023

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) Buffalo Flats Update

Councilor Middleton said the meeting changed to tomorrow. Councilor Blackburn explained that they have met with some difficulties and that is why they are having another meeting. It is also an update meeting.

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) Administrator's Monthly Report

b) Public Works Monthly Report

c) Wastewater Monthly Report

8. PUBLIC COMMENT

Councilor Middleton said we have been discussing ordinances so that they have teeth. Is there a way to have a separate ordinance that will work. Interim city administrator Vanderwall explained how it would work and that she is consulting with the city attorney.

Councilor Boyer-Davis said I have been getting questions from citizens on some of the problem properties in the city. Council discussed this issue a little further. Councilor Middleton discussed the upcoming auction.

Mariah Williams 66946 Miller Lane said Main Street is hosting a town hall meeting with Sheriff Bowen on October 5, 2023, at 6:00 p.m. at the community center. With the park we are pretty set with the master plan. I am not sure what the next steps are. Mayor Hawkins suggested an outdoor shower for the park because of issues that

have occurred in the bathrooms at the park. Council discussed other things about the park.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) Council Work Session - September 25, 2023 @ 6:00 pm

Council would like to discuss the animal control contract and EMS fee at this meeting.

- b) Council Work Session - October 9, 2023 @ 6:00 pm

- c) Council Meeting - October 9, 2023 @ 7:00 pm

10. ADJOURNMENT:

This meeting adjourned at 7:57 p.m.

Mayor

City Administrator



MINUTES

Council Special Meeting

Meeting

11:00 AM - Friday, September 29, 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 September 29, 2023, at 11:00 a.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer

2. ADJOURN TO EXECUTIVE SESSION

a) Notice of Special Meeting - Executive Session

The City of Union City Council will hold an Executive Session on September 29, 2023 at 11:00AM at City Hall, Leonard Almquist Chambers, 342 S. Main St., Union, OR 97883. The session will be to interview applicants for the position of City Administrator.

The Executive Session is being held pursuant to ORS 192.660(2)(a).

The Council will come out of Executive Session to take final action if necessary.

Representatives of the news media are specifically directed not to report on any of the deliberations except to state the general subject of the session as previously announced. No final decisions may be made in Executive Session.

3. RECONVENE SPECIAL MEETING

The special meeting reconvened at 4:29 p.m. Mayor Hawkins said no decisions were made.

4. ADJOURNMENT

This meeting adjourned at 4:29 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, September 11, 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 September 11, 2023, at 6:06 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 I hope you got the revised report. There has been a large uptick in juvenile crimes. We don't have anything as a county for services unless it is a violent crime. They are usually cited and returned to their parents, and it is frustrating, but we don't have any other services available.

I do not ignore any calls for service. People will put it on Facebook and not call it in. We need it to be called in for us to try to do something about it. We had a lot more calls these last few weeks. Mayor Hawkins thanks Deputy Johnson for working with the juvenile issues. Councilor Middleton discussed keeping victims informed when cases are ongoing with Deputy Johnson.

Councilor Blackburn and Deputy Johnson discussed why there is an uptick in juvenile crime. Deputy Johnson suggested talking to another deputy who works closely with the schools.

Councilor Cox and Deputy Johnson discussed making sure to call in everything to get it taken care of. Councilor Middleton and Deputy Johnson discussed whether or not the city has a neighborhood watch. They also discussed why vacation hours are included in the report. Council discussed why all hours are accounted for.

Councilor Blackburn asked about an acronym. Deputy Johnson answered it is a field interrogation.

- b) Review Audit Report with Yvonne Roberts from Connected Professional Accountants, LLC.

Yvonne Roberts said we came out and did your audit and it went well. She begins going over the report. On pages four and five start looking at the numbers for revenues and expenses. On pages six through nine reconciles numbers with statements, explains why there was such an increase in your budget, and the last pages just look at the business activities on pages 10 and 11.

On page 17 you had a few violations on over expenditures. On page 19 you can see your activity in capital investments. Then, in the supplementary information helps to see if there is anything abnormal. On page 35 is the compliance testing for the state of Oregon. Everything looked really good other than the over expenditures.

On page 39 your internal controls are looked at. We have had some issues with payroll, but we figured out what was happening, and it will be fixed. We also had to make an adjustment on how project costs are tracked and that has also been fixed. Councilor Cox discussed the payroll issue with Yvonne.

3. UPCOMING BUSINESS DISCUSSIONS:

- a) Old West Federal Credit Union - Signature Cards

Mayor Hawkins said we will be removing Doug Wiggins and Councilor Farmer from the signature card and adding our interim city administrator Roberta Vanderwall and Councilor Boyer-Davis.

- b) Oregon Business CDBG Authorization - Signature Cards

Mayor Hawkins said this is the same thing as above.

- c) Oregon Business Development Department (CDBG) - Disbursement Request No. 13 and Contractor Application for Payment No. 2
- d) Amendment #1 to Work Order 2022-2 to Anderson Perry's Engineering Services Contract for the Water System, Control, and Backup Power Improvement

Dave Wildman from Anderson and Perry said we have negotiated the cost reductions. It was about \$7,000 collectively. We are just trying to make a whole complete project with these changes. Councilor Middleton discussed the system changes with Mr. Wildman.

- e) Anderson Perry & Associates Contractor's Application for Payment No. 2
- f) Oregon Business Development Department (CDBG) - Change order 3 & 4

Mr. Wildman said change order number three is to move the control hub to the wastewater treatment plant. Change order number four is to update the wage rates on the project. This is dictated by CDBG. This has been difficult and time consuming. Councilor Cox and Mr. Wildman said this comes out of the contingency funds. Council thanks Mr. Wildman for his work and efforts.

- g) Amended Resolution 2023-03-A - Allocating ARPA Funds

Mayor Hawkins said we will vote on this at the regular meeting.

- h) Contract for Legal Services through Paige Sully, P.C., Attorney at Law

Mayor Hawkins said our attorney is asking for a raise in her contract.

- i) EMS Fee Discussion

Mayor Hawkins said we knew we were going to have to look at these fees. Our equipment needs to be updated and upgraded. Interim city administrator Roberta Vanderwall will bring more information to the next meeting.

- j) Dog Control Service Agreement

Mayor Hawkins said we will look at this and review it. Council and interim city administrator Vanderwall discussed getting a better copy of the draft from the sheriff's office, and to review it when a better copy is available. Council discussed kennel licensing and homes with multiple dogs.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 6:57 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, September 25, 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 September 25, 2023, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer and Councilor Anita Boyer-Davis

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

a) Review Hiring Procedure

Mayor Hawkins said I would like to go over the hiring process for our city administrator. I would like you to read the article I included in the packet before Friday. I also included information that tells you what you shouldn't ask during the interview process. She goes over the criteria and job description for the city administrator position with Council. She explained that we need an administrator with an open mind and willing to learn. Also, has work experience, budget knowledge, and planning knowledge.

Council continues to go over the packet of information and discuss different aspects of this process. Councilor Blackburn and Mayor Hawkins discussed the wages offered. They also discussed negotiation process after the candidate is chosen. Council discussed making sure that we can save time and money should any complications arise.

Council discussed the hiring process that has occurred so far. Then they went over the schedule for the interview process on Friday September 29, 2023. They also discussed that one candidate is traveling and the expense that is associated with that. Finally, they reviewed the scoring sheet for the interview process. Council discussed more of the interview process details. Council also discussed the second executive session.

4. **COMMITTEE DISCUSSIONS:**

5. **ORDINANCE/CHARTER REVIEW:**

6. **OTHER:**

7. **ADJOURNMENT:**

This meeting adjourned at 6:43 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Oct 09 2023
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Adjustments Sept 2023](#)

[AP's September 2023](#)

[Expenses September 2023](#)

[Office Manager Report Sept 2023](#)

[Revenues September 2023](#)

Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment
9/5/2023	Slater, Andrea	163350446	Debit	\$ 50.00	set up fees
9/6/2023	Hunt, Melissa	163350467	Credit	\$ (52.53)	remove doubled sewer charge/charged in error
9/6/2023	Savely, Deb	102780046	Debit	\$ 16.00	Shut off fee
9/6/2023	Joseph, Beau	100150044	Debit	\$ 16.00	Shut off fee
9/6/2023	Miller, Kellee	104840012	Credit	\$ (20.00)	remove delinq notice fee/payment made same time
9/6/2023	Allen, Eric	103420015	Debit	\$ 50.00	new account set up fees
9/6/2023	Schubert, Sherri	163270002	Credit	\$ (86.46)	leak adjustment
9/7/2023	7 accounts	7 accounts	Debit	\$ 245.00	delinq shut offs
9/12/2023	Union Hotel	105360036	Debit	\$ 148.63	hotel sewer charges
9/14/2023	Ables, David	162390017	Credit	\$ (9.42)	leak adjustment

Sign R. Vanderwaal

Date 10-3-2023

City of Union

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
73	23/24 term	American Water Works Assoc, PO Box 972997, Dallas, TX, 75397		09/06/23	dues	09/15/23	\$400.00	\$400.00	200-200-5202600	Dues/License/Certs	\$3,500.00	\$2,878.50
								\$400.00				
150	80135900	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223		09/06/23	meter service program	09/15/23	\$29.37	\$29.37	200-200-5203800	IT/Computer/Software	\$7,500.00	\$6,617.77
				09/06/23	meter service program	09/15/23	\$29.37	\$29.37	300-300-5203800	IT/Computer/Software	\$8,500.00	\$7,091.79
								\$58.74				
41	X055602	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754		09/06/23	water testing	09/15/23	\$45.00	\$45.00	200-200-5202270	Water Testing	\$4,000.00	\$3,849.00
								\$45.00				
6	Aug '23	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173		09/06/23	city well	09/15/23	\$29.09	\$29.09	200-200-5202570	Telephone/Cell	\$5,500.00	\$4,595.98
				09/06/23	credit on closed services	09/15/23	(\$27.75)	(\$27.75)	200-200-5202570	Telephone/Cell	\$5,500.00	\$4,595.98
				09/06/23	credit on closed services	09/15/23	(\$27.75)	(\$27.75)	500-500-5202570	Telephone/Cell	\$650.00	\$532.79
				09/06/23	library phone	09/15/23	\$86.19	\$86.19	600-600-5202570	Telephone/Cell	\$1,200.00	\$985.13
				09/06/23	library internet	09/15/23	\$69.35	\$69.35	600-600-5203800	IT/Computer/Software	\$3,500.00	\$2,986.58
								\$129.13				
427	23-008	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883		09/06/23	Airbng management services	09/15/23	\$879.83	\$879.83	800-800-5202190	Contract Services	\$24,000.00	\$22,435.49
								\$879.83				
484	Aug '23	Department of Transportation, DMV Services, 1905 Lane Ave. NE, Salem, OR, 97314-2253		09/06/23	DMV driving records access fees	09/15/23	\$35.00	\$35.00	700-710-5202600	Dues/License/Certs	\$200.00	\$200.00
				09/06/23	DMV driving records access fees	09/15/23	\$35.00	\$35.00	700-720-5202600	Dues/License/Certs	\$750.00	\$750.00
								\$70.00				
10	59871	Hometown Hardware, PO Box 1024, Union, OR, 97883		09/06/23	parks supplies	09/15/23	\$47.00	\$47.00	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,894.52
				09/06/23	public works supplies	09/15/23	\$74.00	\$74.00	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$34,287.23
				09/06/23	public works shop supplies	09/15/23	\$71.75	\$71.75	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$34,287.23
				09/06/23	library supplies	09/15/23	\$3.00	\$3.00	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,729.06
				09/06/23	fire dept supplies	09/15/23	\$80.55	\$80.55	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$4,093.34
				09/06/23	ranger station supplies	09/15/23	\$58.45	\$58.45	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$2,191.66
								\$334.75				
240	595648	Hughes Fire Equipment Inc, 910 Shelley St., Springfield, OR,		09/06/23	x-lay netting/engine 72	09/15/23	\$256.87	\$256.87	700-710-5403170	Capital Outlay-Vehicle/Eq	\$26,000.00	\$26,000.00
				09/06/23	x-lay netting/engine 72	09/15/23	\$244.09	\$244.09	700-710-5403170	Capital Outlay-Vehicle/Eq	\$26,000.00	\$26,000.00
11		KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336						\$500.96				

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		4130234		09/06/23	streets supplies	09/15/23	\$205.56	\$205.56	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,539.23
								\$205.56				
64		La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850										
June '23		09/06/23 ambulance shared runs		09/15/23			\$902.56	\$902.56	700-720-5202152	Billing/ALS Fees	\$13,500.00	(\$173.73)
May '23		09/06/23 ambulance shared runs		09/15/23			\$706.66	\$706.66	700-720-5202152	Billing/ALS Fees	\$13,500.00	(\$173.73)
								\$1,609.22				
45		Ladco Electric, PO Box 123, Imbler, OR, 97841										
9955		09/06/23 park bathroom door		09/15/23			\$79.00	\$79.00	100-130-5202820	Maintenance (Building &	\$2,000.00	\$1,852.33
9955		09/06/23 city well maintenance		09/15/23			\$474.00	\$474.00	200-200-5202950	Well Maintenance	\$2,000.00	\$2,000.00
9955		09/06/23 street lights electrical repair		09/15/23			\$237.00	\$237.00	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$3,759.16
								\$790.00				
46		LEAF, PO Box 5066, Hartford, CT, 06102-5066										
15198183		09/06/23 contract services		09/15/23			\$37.45	\$37.45	100-110-5202190	Contract Services	\$7,500.00	\$6,775.13
15198183		09/06/23 contract services		09/15/23			\$44.94	\$44.94	200-200-5202192	Copier/Maint	\$750.00	\$660.12
15198183		09/06/23 contract services		09/15/23			\$44.94	\$44.94	300-300-5202192	Copier/Maint	\$650.00	\$560.12
15198183		09/06/23 contract services		09/15/23			\$7.49	\$7.49	500-500-5202190	Contract Services	\$3,000.00	\$2,965.02
15198183		09/06/23 contract services		09/15/23			\$7.49	\$7.49	700-710-5202190	Contract Services	\$350.00	\$315.02
15198183		09/06/23 contract services		09/15/23			\$7.49	\$7.49	700-720-5202190	Contract Services	\$500.00	\$465.02
								\$149.80				
13		Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850										
3200909599		09/06/23 batteries for backhoe		09/15/23			\$363.98	\$363.98	200-200-5202880	Equipment Repair/Maint	\$3,500.00	\$3,073.00
								\$363.98				
14		Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850										
36309		09/06/23 ranger station garage #2		09/15/23			\$320.02	\$320.02	115-000-5403203	Land/Buildings	\$435,710.00	\$395,469.47
37918		09/06/23 ranger station house #2		09/15/23			\$533.84	\$533.84	115-000-5403203	Land/Buildings	\$435,710.00	\$395,469.47
39059		09/06/23 treatment plant supplies		09/15/23			\$35.99	\$35.99	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$39,206.08
								\$889.85				
17		O'Reilly Enterprises, PO Box 248, Cove, OR, 97824										
647		09/06/23 admin/council computer		09/15/23			\$884.12	\$884.12	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,029.08
Sept '23		09/06/23 IT services/contract		09/15/23			\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$8,000.00	\$6,895.10
Sept '23		09/06/23 IT services/contract		09/15/23			\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$250.00	\$230.00
Sept '23		09/06/23 IT services/contract		09/15/23			\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$7,500.00	\$6,617.77
Sept '23		09/06/23 IT services/contract		09/15/23			\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$8,500.00	\$7,091.79
Sept '23		09/06/23 IT services/contract		09/15/23			\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,368.52
Sept '23		09/06/23 IT services/contract		09/15/23			\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$3,500.00	\$2,986.58
Sept '23		09/06/23 IT services/contract		09/15/23			\$10.00	\$10.00	700-710-5203800	IT/Computer/Software	\$500.00	\$469.24
Sept '23		09/06/23 IT services/contract		09/15/23			\$10.00	\$10.00	700-720-5203800	IT/Computer/Software	\$1,000.00	\$951.68
Sept '23		09/06/23 IT services/contract		09/15/23			\$10.00	\$10.00	800-800-5203800	IT/Computer/Software	\$500.00	\$480.00

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
22		Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600						\$1,684.12				
34215583				09/06/23	office supplies	09/15/23	\$51.74	\$51.74	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,029.08
34215583				09/06/23	office supplies	09/15/23	\$59.24	\$59.24	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$34,287.23
34215583				09/06/23	office supplies	09/15/23	\$59.24	\$59.24	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$39,206.08
34215583				09/06/23	office supplies	09/15/23	\$6.58	\$6.58	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,539.23
34215583				09/06/23	office supplies	09/15/23	\$14.06	\$14.06	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,729.06
34215583				09/06/23	office supplies	09/15/23	\$6.58	\$6.58	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$13,253.90
197		Scotts Heating and AC Service, 1505 N Pine, La Grande, OR, 97850						\$197.44				
20503446				09/06/23	air conditioner repair/maint	09/15/23	\$612.50	\$612.50	600-600-5202820	Maintenance (Building &	\$10,000.00	\$9,643.00
297		T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596						\$612.50				
August '23				09/06/23	mobile internet	09/15/23	\$17.85	\$17.85	200-200-5203800	IT/Computer/Software	\$7,500.00	\$6,617.77
August '23				09/06/23	mobile internet	09/15/23	\$17.85	\$17.85	300-300-5203800	IT/Computer/Software	\$8,500.00	\$7,091.79
August '23				09/06/23	mobile internet	09/15/23	\$8.92	\$8.92	700-720-5203800	IT/Computer/Software	\$1,000.00	\$951.68
84		Union Market, PO Box 886, Acct #2014, Union, OR, 97883						\$44.62				
Aug '23				09/06/23	public works supplies	09/15/23	\$7.68	\$7.68	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$34,287.23
Aug '23				09/06/23	employee/public party supplies/Doug's party	09/15/23	\$23.79	\$23.79	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,029.08
Aug '23				09/06/23	employee/public party supplies/Doug's party	09/15/23	\$23.79	\$23.79	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$34,287.23
Aug '23				09/06/23	employee/public party supplies/Doug's party	09/15/23	\$23.79	\$23.79	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$39,206.08
Aug '23				09/06/23	employee/public party supplies/Doug's party	09/15/23	\$17.84	\$17.84	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,539.23
Aug '23				09/06/23	employee/public party supplies/Doug's party	09/15/23	\$5.95	\$5.95	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,729.06
Aug '23				09/06/23	park supplies	09/15/23	\$89.95	\$89.95	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,894.52
Aug '23				09/06/23	fire dept supplies	09/15/23	\$21.85	\$21.85	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$4,093.34
Aug '23				09/06/23	library supplies	09/15/23	\$23.77	\$23.77	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,729.06
1		Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293						\$238.41				
Aug '23				09/06/23	park dept fuel	09/15/23	\$53.12	\$53.12	100-130-5202490	Fuel	\$2,500.00	\$2,316.54
Aug '23				09/06/23	public works fuel	09/15/23	\$240.04	\$240.04	200-200-5202490	Fuel	\$5,000.00	\$4,483.62
Aug '23				09/06/23	prompt pay credit	09/15/23	(\$1.02)	(\$1.02)	200-200-5202490	Fuel	\$5,000.00	\$4,483.62
Aug '23				09/06/23	treatment plant fuel	09/15/23	\$140.90	\$140.90	300-300-5202490	Fuel	\$4,000.00	\$3,530.86
Aug '23				09/06/23	prompt pay credit	09/15/23	(\$1.02)	(\$1.02)	300-300-5202490	Fuel	\$4,000.00	\$3,530.86
Aug '23				09/06/23	streets dept fuel	09/15/23	\$162.55	\$162.55	500-500-5202490	Fuel	\$4,000.00	\$3,865.99
Aug '23				09/06/23	fire dept fuel	09/15/23	\$254.21	\$254.21	700-710-5202490	Fuel	\$1,500.00	\$1,400.73
Aug '23				09/06/23	ambulance fuel	09/15/23	\$216.08	\$216.08	700-720-5202490	Fuel	\$4,500.00	\$4,172.35
Aug '23				09/06/23	prompt pay credit	09/15/23	(\$0.49)	(\$0.49)	700-720-5202490	Fuel	\$4,500.00	\$4,172.35

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		Aug '23	09/06/23	ranger station fuel	09/15/23	\$128.25	\$128.25	800-800-5202490	Fuel	\$500.00	\$343.23
							\$1,192.62				
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	September '23	09/06/23	park/internet cameras	09/15/23	\$70.00	\$70.00	100-110-5203800	IT/Computer/Software	\$8,000.00	\$6,895.10
		Sept '23	09/06/23	phone/internet	09/15/23	\$70.00	\$70.00	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,485.22
							\$140.00				
							\$10,536.53				

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 6 day of Sept, 2023.

Council Member

Maddalena 9/6/23

Council Member

Anita Bayu Dawzi 9-6-23

City Administrator

R. Vanderwall 9-6-23

City of Union
Council Approval Report
 (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3	Sept '23	Allstream, PO Box 734521, Chicago, IL, 60673-4521	09/19/23	city well	09/22/23	\$100.46	\$100.46	200-200-5202570	Telephone/Cell	\$5,500.00	\$4,594.64
			09/19/23	treatment plant	09/22/23	\$98.80	\$98.80	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,415.22
							\$199.26				
2	75610	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	09/19/23	CDBG	09/22/23	\$3,071.25	\$3,071.25	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,125,358.37
							\$3,071.25				
4	Sept '23	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	09/19/23	city hall	09/22/23	\$5.78	\$5.78	100-118-5202501	Heat	\$1,300.00	\$1,288.44
			09/19/23	city hall	09/22/23	\$5.78	\$5.78	200-200-5202501	Heat	\$7,500.00	\$7,488.44
			09/19/23	city hall	09/22/23	\$5.78	\$5.78	300-300-5202501	Heat	\$4,000.00	\$3,858.26
			09/19/23	treatment plant	09/22/23	\$17.34	\$17.34	300-300-5202501	Heat	\$4,000.00	\$3,858.26
			09/19/23	treatment plant	09/22/23	\$30.11	\$30.11	300-300-5202501	Heat	\$4,000.00	\$3,858.26
			09/19/23	library	09/22/23	\$17.34	\$17.34	600-600-5202501	Heat	\$2,500.00	\$2,465.32
			09/19/23	ranger station	09/22/23	\$24.36	\$24.36	800-800-5202501	Heat	\$3,000.00	\$2,937.42
			09/19/23	ranger station	09/22/23	\$10.71	\$10.71	800-800-5202501	Heat	\$3,000.00	\$2,937.42
							\$117.20				
367	70	Big Red's Handyman & Construction LLC, PO Box 482, Union, OR, 97883	09/19/23	ranger station/house #3 garage	09/22/23	\$3,400.00	\$3,400.00	115-000-5403203	Land/Buildings	\$435,710.00	\$394,615.61
							\$3,400.00				
450	Sept '23	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883	09/20/23	cleaning contract services	09/22/23	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,500.00	\$6,737.68
			09/20/23	cleaning contract services	09/22/23	\$180.00	\$180.00	600-600-5202190	Contract Services	\$3,500.00	\$3,054.17
							\$360.00				
231	2024-2026	CLIA Laboratory Program, PO Box 3056, Portland, OR,	09/19/23	certificate fee	09/22/23	\$180.00	\$180.00	700-720-5202600	Dues/License/Certs	\$750.00	\$715.00
							\$180.00				
139	FY 22-23	Connected Professional Accountants, LLC, PO Box 1024, La Grande, OR, 97850	09/19/23	audit services	09/22/23	\$2,930.00	\$2,930.00	100-110-5202140	Audit Services	\$3,000.00	\$3,000.00
			09/19/23	audit services	09/22/23	\$4,395.00	\$4,395.00	200-200-5202140	Audit Services	\$4,500.00	\$4,500.00
			09/19/23	audit services	09/22/23	\$4,395.00	\$4,395.00	300-300-5202140	Audit Services	\$4,500.00	\$4,500.00
			09/19/23	audit services	09/22/23	\$1,465.00	\$1,465.00	500-500-5202140	Audit Services	\$1,500.00	\$1,500.00
			09/19/23	audit services	09/22/23	\$146.50	\$146.50	600-600-5202190	Contract Services	\$3,500.00	\$3,054.17
			09/19/23	audit services	09/22/23	\$439.50	\$439.50	700-710-5202140	Audit Services	\$500.00	\$500.00
			09/19/23	audit services	09/22/23	\$439.50	\$439.50	700-720-5202140	Audit Services	\$500.00	\$500.00
			09/19/23	audit services	09/22/23	\$439.50	\$439.50	800-800-5202140	Audit Services	\$500.00	\$500.00
							\$14,650.00				

Council Approval Report
(Council Approval Report)

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Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
8	31079	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077	09/19/23	water dept supplies		09/22/23	\$244.98	\$244.98	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$34,050.77
								\$244.98	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$34,050.77
								\$244.98	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$34,050.77
402	reimb Sept '23	Davenport, Chelsea, PO Box 946, Union, OR, 97883	09/19/23	airbnb supplies		09/22/23	\$136.33	\$136.33	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$2,133.21
								\$136.33	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$2,133.21
								\$136.33	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$2,133.21
9	92971	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	09/19/23	contract services		09/22/23	\$15.50	\$15.50	100-110-5202190	Contract Services	\$7,500.00	\$6,737.68
								\$4.98	100-120-5202640	Postage/Shipping	\$150.00	\$140.04
								\$9.98	100-160-5202190	Contract Services	\$1,000.00	\$980.04
								\$27.93	200-200-5202190	Contract Services	\$5,000.00	\$3,737.89
								\$27.93	300-300-5202190	Contract Services	\$7,000.00	\$6,637.89
350	49459	Farallon Consulting, PO Box 94147, Seattle, WA, 98124	09/19/23	CDBG		09/22/23	\$1,669.00	\$1,669.00	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,125,358.37
								\$1,669.00	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,125,358.37
								\$1,669.00	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,125,358.37
443	reimb Sept '23	George, Don, PO Box 953, Union, OR,	09/19/23	fire dept supplies		09/22/23	\$127.61	\$127.61	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,990.94
								\$127.61	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,990.94
								\$127.61	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,990.94
485	14253	Inland Turf & Equipment, 10303 West 1st Street, La Grande, OR, 97850	09/19/23	Gravelly 360 mower		09/22/23	\$11,707.55	\$11,707.55	117-000-5404850	Vehicle/Equipment	\$143,800.00	\$143,800.00
								\$11,707.55	117-000-5404850	Vehicle/Equipment	\$143,800.00	\$143,800.00
								\$11,707.55	117-000-5404850	Vehicle/Equipment	\$143,800.00	\$143,800.00
11	4133082	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336	09/19/23	screen project-tracing wire/reuse line		09/22/23	\$53.55	\$53.55	310-000-5404550	Treatment Facility Improv	\$464,750.00	\$332,067.58
								\$53.55	310-000-5404550	Treatment Facility Improv	\$464,750.00	\$332,067.58
								\$53.55	310-000-5404550	Treatment Facility Improv	\$464,750.00	\$332,067.58
15	21105856	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	09/19/23	ambulance supplies		09/22/23	\$309.70	\$309.70	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$13,247.32
								\$309.70	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$13,247.32
								\$309.70	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$13,247.32
458	payment #2/CDBG	Michael Becker General Contractor Inc., PO Box 1159, La Grande, OR, 97850	09/19/23	CDBG		09/22/23	\$10,260.00	\$10,260.00	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,125,358.37
								\$10,260.00	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,125,358.37
								\$10,260.00	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,125,358.37
5	186304	NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425	09/19/23	treatment plant supplies		09/22/23	\$53.99	\$53.99	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$39,087.06
								\$53.99	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$39,087.06
								\$53.99	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$39,087.06
186304	187273	NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425	09/19/23	treatment plant supplies		09/22/23	\$40.77	\$40.77	300-300-5202500	Vehicle Maintenance	\$2,000.00	\$1,867.33
								\$40.77	300-300-5202500	Vehicle Maintenance	\$2,000.00	\$1,867.33
								\$40.77	300-300-5202500	Vehicle Maintenance	\$2,000.00	\$1,867.33

City of Union

Council Approval Report

(Council Approval Report)

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Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		189378		09/19/23	engine 72/maint	09/22/23	\$47.99	\$47.99	700-710-5202880	Equipment Repair/Maint	\$3,000.00	\$2,966.25
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	38592790		09/19/23	ambulance supplies	09/22/23	\$76.26	\$76.26	700-710-5202181	Supplies (Janitorial & Op	\$14,000.00	\$13,247.32
239	Oregon DEQ, Business Office, 700 NE Multnomah St. Ste 600, Portland, OR, 97232	WQ24DOM-0853		09/19/23	treatment plant permit fees	09/22/23	\$3,689.00	\$3,689.00	300-300-5202600	Dues/License/Certs	\$3,500.00	\$2,894.77
48	OTEC, PO Box 226, Baker City, OR, 97814											
Sept '23	09/19/23 city hall			09/19/23		09/19/23	\$74.14	\$74.14	100-110-5202540	Electricity	\$1,000.00	\$847.45
Sept '23	09/19/23 park path lights			09/19/23		09/19/23	\$95.39	\$95.39	100-130-5202540	Electricity	\$2,000.00	\$1,809.52
Sept '23	09/19/23 transfer station			09/19/23		09/19/23	\$53.03	\$53.03	100-150-5202540	Electricity	\$800.00	\$695.49
Sept '23	09/19/23 public works shop			09/19/23		09/19/23	\$93.98	\$93.98	200-200-5202540	Electricity	\$32,000.00	\$26,187.51
Sept '23	09/19/23 city well			09/19/23		09/19/23	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$26,187.51
Sept '23	09/19/23 city well			09/19/23		09/19/23	\$2,201.20	\$2,201.20	200-200-5202540	Electricity	\$32,000.00	\$26,187.51
Sept '23	09/19/23 public works shop			09/19/23		09/19/23	\$54.85	\$54.85	200-200-5202540	Electricity	\$32,000.00	\$26,187.51
Sept '23	09/19/23 city hall			09/19/23		09/19/23	\$74.15	\$74.15	200-200-5202540	Electricity	\$32,000.00	\$26,187.51
Sept '23	09/19/23 city hall			09/19/23		09/19/23	\$74.15	\$74.15	300-300-5202540	Electricity	\$38,000.00	\$29,883.62
Sept '23	09/19/23 lift station			09/19/23		09/19/23	\$59.48	\$59.48	300-300-5202540	Electricity	\$38,000.00	\$29,883.62
Sept '23	09/19/23 pumphouse			09/19/23		09/19/23	\$1,701.26	\$1,701.26	300-300-5202540	Electricity	\$38,000.00	\$29,883.62
Sept '23	09/19/23 treatment plant			09/19/23		09/19/23	\$1,574.69	\$1,574.69	300-300-5202540	Electricity	\$38,000.00	\$29,883.62
Sept '23	09/19/23 street lighting			09/19/23		09/19/23	\$2,133.27	\$2,133.27	500-500-5202540	Electricity	\$27,500.00	\$23,125.38
Sept '23	09/19/23 dearborn lights			09/19/23		09/19/23	\$59.48	\$59.48	500-500-5202540	Electricity	\$27,500.00	\$23,125.38
Sept '23	09/19/23 library			09/19/23		09/19/23	\$144.05	\$144.05	600-600-5202540	Electricity	\$3,250.00	\$2,954.76
Sept '23	09/19/23 ranger station			09/19/23		09/19/23	\$59.74	\$59.74	800-800-5202540	Electricity	\$2,000.00	\$1,798.16
Sept '23	09/19/23 ranger station			09/19/23		09/19/23	\$33.77	\$33.77	800-800-5202540	Electricity	\$2,000.00	\$1,798.16
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605											
31873012	09/19/23 treatment plant supplies			09/22/23		09/22/23	\$64.11	\$64.11	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$39,087.06
31884874	09/19/23 treatment plant supplies			09/22/23		09/22/23	\$627.48	\$627.48	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$39,087.06
31886752	09/19/23 fire dept supplies			09/22/23		09/22/23	\$178.89	\$178.89	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,990.94
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600											
34315768	09/19/23 supplies			09/22/23		09/22/23	\$48.09	\$48.09	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,069.43
34391546	09/19/23 membership dues			09/22/23		09/22/23	\$23.33	\$23.33	100-110-5202600	Dues/License/Certs	\$4,000.00	\$2,083.00
34315768	09/19/23 supplies			09/22/23		09/22/23	\$80.17	\$80.17	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$34,050.77
34391546	09/19/23 membership dues			09/22/23		09/22/23	\$23.33	\$23.33	200-200-5202600	Dues/License/Certs	\$3,500.00	\$2,478.50
34315768	09/19/23 supplies			09/22/23		09/22/23	\$80.17	\$80.17	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$39,087.06

Council Approval Report
(Council Approval Report)

9/20/2023 11:28am

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
343	15768	34391546	09/19/23	membership dues	09/22/23	\$23.33	\$23.33	300-300-5202600	Dues/License/Certs	\$3,500.00	\$2,894.77
		34315768	09/19/23	supplies	09/22/23	\$22.45	\$22.45	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,309.25
		34315768	09/19/23	supplies	09/22/23	\$22.45	\$22.45	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,682.28
		34315768	09/19/23	supplies	09/22/23	\$22.45	\$22.45	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,990.94
		34315768	09/19/23	supplies	09/22/23	\$22.45	\$22.45	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$13,247.32
		34315768	09/19/23	supplies	09/22/23	\$22.45	\$22.45	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$2,133.21
\$390.67											
23	5067800727	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850									
		09/19/23	copier contract	09/22/23	\$65.28	\$65.28	600-600-5202190	Contract Services	\$3,500.00	\$3,054.17	
\$65.28											
182	FY 22-23	Secretary of State-Audit Division, 255 Capitol St. NE Ste 500, Salem, OR, 97310									
		09/19/23	audit fees	09/22/23	\$83.32	\$83.32	100-110-5202600	Dues/License/Certs	\$4,000.00	\$2,083.00	
		09/19/23	audit fees	09/22/23	\$83.34	\$83.34	200-200-5202600	Dues/License/Certs	\$3,500.00	\$2,478.50	
		09/19/23	audit fees	09/22/23	\$83.34	\$83.34	300-300-5202600	Dues/License/Certs	\$3,500.00	\$2,894.77	
\$250.00											
208	Measure 31-118	Union County Clerk/Recorder, 1001 4th, La Grande, OR, 97850									
		09/19/23	fire merge election	09/22/23	\$2,548.55	\$2,548.55	100-110-5202730	Elections	\$3,000.00	\$3,000.00	
\$2,548.55											
163	308993	Union Sanitation, PO Box 906, Union, OR, 97883									
		09/19/23	ranger station house #2 garage	09/22/23	\$354.37	\$354.37	115-000-5403203	Land/Buildings	\$435,710.00	\$394,615.61	
\$354.37											
26	Sept '23	US Cellular, Dept. 0205, Palatine, IL, 60055-0205									
		09/19/23	on call phone	09/22/23	\$26.83	\$26.83	200-200-5202570	Telephone/Cell	\$5,500.00	\$4,594.64	
		09/19/23	on call phone	09/22/23	\$26.83	\$26.83	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,415.22	
		09/19/23	ambulance phone	09/22/23	\$53.30	\$53.30	700-700-5202570	Telephone/Cell	\$850.00	\$743.41	
\$106.96											
50	391567	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693									
		09/19/23	billing/postage	09/22/23	\$299.14	\$299.14	200-200-5202640	Postage/Shipping	\$3,500.00	\$2,874.69	
		09/19/23	billing/postage	09/22/23	\$299.14	\$299.14	300-300-5202640	Postage/Shipping	\$3,500.00	\$2,825.74	
		09/19/23	billing/postage	09/22/23	\$32.74	\$32.74	700-710-5202640	Postage/Shipping	\$500.00	\$423.55	
		09/19/23	billing/postage	09/22/23	\$32.75	\$32.75	700-720-5202640	Postage/Shipping	\$750.00	\$661.00	
\$663.77											
321	September 2023	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416									
		09/19/23	city hall	09/22/23	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$8,000.00	\$6,621.78	
		09/19/23	phone	09/22/23	\$181.11	\$181.11	200-200-5202570	Telephone/Cell	\$5,500.00	\$4,594.64	
		09/19/23	city hall	09/22/23	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$7,500.00	\$6,347.21	
		09/19/23	city hall	09/22/23	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$8,500.00	\$6,821.23	

City of Union
Council Approval Report
 (Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
September 2023		09/19/23	city hall			09/22/23	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,313.52
September 2023		09/19/23	city hall			09/22/23	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$500.00	\$459.24
September 2023		09/19/23	city hall			09/22/23	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$1,000.00	\$932.76
Sept '23/public wor		09/19/23	internet			09/22/23	\$50.00	\$50.00	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$2,133.21
								\$451.11				
								\$205,744.65				

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 20th day of Sept, 2023

Council Member	<u>Anita Rogers Davis</u>	<u>9-20-23</u>
Council Member	<u>[Signature]</u>	<u>9-21-23</u>
City Administrator	<u>[Signature]</u>	<u>10/2/23</u>

CASH SUMMARY COMPARED TO BUDGET (Expenses) September 2023

Department	2022-2023 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 532,682.00	\$ 14,703.48	\$ 62,594.42	\$ 470,087.58	11.8%
Building Maintenance Rsv	\$ 467,210.00	\$ 4,608.23	\$ 44,848.76	\$ 422,361.24	9.6%
Vehicle/Equip Rsv	\$ 153,800.00	\$ 11,707.55	\$ 11,707.55	\$ 142,092.45	7.6%
Public Safety	\$ 94,920.00	\$ 1,560.89	\$ 17,919.03	\$ 77,000.97	18.9%
Emergency Event	\$ 547,650.00		\$ -	\$ 547,650.00	0.0%
Parks Department	\$ 44,251.00	\$ 1,576.40	\$ 7,160.47	\$ 37,090.53	16.2%
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	\$ 10.00	\$ 405.00	\$ 2,570.00	13.6%
Recycling	\$ 900.00	\$ 53.03	\$ 157.54	\$ 742.46	17.5%
Planning	\$ 26,363.00	\$ 1,208.59	\$ 6,110.99	\$ 20,252.01	23.2%
Total General Fund	\$ 1,912,694.00	\$35,428.17	\$150,903.76	\$ 1,761,790.24	7.9%
WATER FUND					
Water Department	\$ 870,275.00	\$ 25,228.16	\$ 94,819.98	\$ 775,455.02	10.9%
Water Rsv	\$ 1,862,500.00	\$ 15,000.25	\$ 139,641.88	\$ 1,722,858.12	7.5%
Total Water Fund	\$ 2,732,775.00	\$ 40,228.41	\$234,461.86	\$ 2,498,313.14	8.6%
SEWER FUND					
Sewer Department	\$ 823,300.00	\$ 27,618.20	\$ 106,902.42	\$ 716,397.58	13.0%
Sewer Rsv	\$ 554,750.00	\$ 140,670.65	\$ 274,572.07	\$ 280,177.93	49.5%
Sewer Debt	\$ 377,833.00	\$ 14,685.97	\$ 44,057.91	\$ 333,775.09	11.7%
Total Sewer Fund	\$ 1,755,883.00	\$ 182,974.82	\$425,532.40	\$ 1,330,350.60	24.2%
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	\$ 9,828.83	\$ 35,274.29	\$ 301,725.71	10.5%
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	\$ 9,828.83	\$35,274.29	\$ 986,554.71	3.5%
LIBRARY FUND					
Library Department	\$ 237,250.00	\$ 8,829.55	\$ 30,070.43	\$ 207,179.57	12.7%
Total Library Fund	\$ 237,250.00	\$ 8,829.55	\$30,070.43	\$ 207,179.57	12.7%

EMERGENCY SERVICES FUND

Unappropriated Funds	\$ 36,446.00		\$ -		
Fire Department	\$ 140,552.00	\$ 5,138.91	\$ 27,310.15	\$ 113,241.85	19.4%
Ambulance Department	\$ 174,252.00	\$ 6,121.65	\$ 42,594.30	\$ 131,657.70	24.4%
EMS Vehicle/Equip Rsv	\$ 271,293.00	\$ -	\$ -	\$ 271,293.00	0.0%
Total EMS Fund	\$ 586,097.00	\$ 11,260.56	\$69,904.45	\$ 516,192.55	11.9%

RANGER STATION FUND

Ranger Station	\$ 88,450.00	\$ 2,753.36	\$ 11,224.70	\$ 77,225.30	12.7%
Total Ranger Station	\$ 88,450.00	\$ 2,753.36	\$11,224.70	\$ 77,225.30	12.7%

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	\$291,303.70	\$957,371.89	\$ 7,513,085.11	11.3%
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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

October 4, 2023

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

SUBJECT: Office Manager Staff Report – September 2023

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$138,648.68**
- ❖ Total expenditures for the month: **\$276,617.73**
- ❖ A total of **\$108,979.20** was billed out in utility bills for the month
- ❖ We delivered 58 delinquent notices on September 28th. Delinquent accounts will be shut off if no attempt is made to pay or payment arrangements made by October 4th. Shut off date will be October 5th. Amount billed for delinquent notices **\$1160.00**. At the time of this report there are 18 accounts subject to shut off if past due is not paid. Once shut off, account must be paid in full for services to be restored.
- ❖ Total amount billed for late fees assessed **\$1417.50**
- ❖ Airbnb Revenue September, 2023, before paying cleaning and management fees: **\$3942.08**
- ❖ 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 September.

CASH SUMMARY COMPARED TO BUDGET (Revenues)					September 2023
Source	2022-2023 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		\$ 3,073.96	\$ 166,926.04	1.8%
Delinquent Taxes	\$ 6,000.00		\$ 1,485.13	\$ 4,514.87	24.8%
Interest	\$ 1,500.00	\$ 174.51	\$ 538.04	\$ 961.96	35.9%
Franchise Fees	\$ 100,000.00		\$ 28,507.69	\$ 71,492.31	28.5%
Oregon Liquor Revenue	\$ 36,000.00	\$ 4,557.85	\$ 11,444.04	\$ 24,555.96	31.8%
Cigarette Tax	\$ 1,200.00	\$ 271.58	\$ 535.31	\$ 664.69	44.6%
Oregon Shared Revenue	\$ 23,500.00		\$ 5,968.24	\$ 17,531.76	25.4%
Transient Lodging Tax	\$ 1,500.00	\$ -	\$ 438.82	\$ 1,061.18	29.3%
Liquor License Fees	\$ 175.00	\$ 30.00	\$ 90.00	\$ 85.00	51.4%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 2,500.00	\$ 485.00	\$ 1,660.00	\$ 840.00	66.4%
Burn Permits	\$ 1,200.00	\$ 25.00	\$ 40.00	\$ 1,160.00	3.3%
Court Fines	\$ 750.00		\$ -	\$ 750.00	0.0%
City Surplus Sales	\$ 1,000.00		\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 1,165.00	\$ 2,994.01	\$ 7,005.99	29.9%
COVID Funds	\$ -	\$ -	\$ -	\$ -	
Transfers From Other Funds	\$ 325,420.00	\$ -	\$ -	\$ 325,420.00	0.0%
Total General Fund	\$ 1,918,338.00	\$ 6,708.94	\$56,775.24	\$ 1,861,562.76	3.0%
WATER FUND					
Cash on Hand	\$ 812,075.00	\$ -		\$ 812,075.00	0.0%
Interest	\$ 1,500.00	\$ 261.76	\$ 802.53	\$ 697.47	53.5%
Water Bills	\$ 510,000.00	\$ 46,569.63	\$ 162,240.60	\$ 347,759.40	31.8%
Set-up Fees	\$ 1,200.00	\$ 100.00	\$ 250.00	\$ 950.00	20.8%
Installation Fees	\$ 5,000.00		\$ 1,680.00	\$ 3,320.00	33.6%
CDBG Grant	\$ 1,250,000.00		\$ 104,852.00	\$ 1,145,148.00	8.4%
Transfers In	\$ 150,000.00		\$ -	\$ 150,000.00	0.0%
Misc Revenue	\$ 3,000.00	\$ 98.16	\$ 399.57	\$ 2,600.43	13.3%
Total Water Fund	\$ 2,732,775.00	\$ 47,029.55	\$ 270,224.70	\$ 2,462,550.30	9.9%
SEWER FUND					
Cash on Hand	\$ 742,583.00	\$ -		\$ 742,583.00	0.0%
Interest	\$ 1,500.00	\$ 261.76	\$ 802.53	\$ 697.47	53.5%
Sewer Bills	\$ 620,000.00	\$ 53,406.88	\$ 160,942.21	\$ 459,057.79	26.0%
Set-up Fees	\$ 1,000.00	\$ 100.00	\$ 250.00	\$ 750.00	25.0%
Septic Fees	\$ 100.00		\$ -	\$ 100.00	0.0%
Installation Fees	\$ 3,500.00		\$ 1,450.00	\$ 2,050.00	41.4%
Billed Labs	\$ 2,500.00	\$ 55.00	\$ 55.00	\$ 2,445.00	2.2%
Transfers In	\$ 383,500.00		\$ -	\$ 383,500.00	0.0%

Misc Revenue	\$ 1,200.00	\$ 153.17	\$ 309.59	\$ 890.41	25.8%
Total Sewer Fund	\$ 1,755,883.00	\$ 53,976.81	\$163,809.33	\$ 1,592,073.67	9.3%

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	\$ 14,702.20	\$ 40,100.41	\$ 119,899.59	25.1%
Street Install Fees	\$ 500.00		\$ 2,250.00	\$ (1,750.00)	450.0%
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	\$ 14,702.20	\$ 42,350.41	\$ 979,478.59	4.1%

LIBRARY FUND

Cash on Hand	\$ 110,500.00	\$ -		\$ 110,500.00	0.0%
Taxes Levied	\$ 120,000.00		\$ 3,482.32	\$ 116,517.68	2.9%
Grant Funds	\$ 1,750.00		\$ -	\$ 1,750.00	0.0%
Misc Revenue	\$ 5,000.00	\$ 54.05	\$ 180.13	\$ 4,819.87	3.6%
Total Library Fund	\$ 237,250.00	\$ 54.05	\$ 3,662.45	\$ 233,587.55	1.5%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 358,543.00	\$ -		\$ 358,543.00	0.0%
Interest	\$ 750.00	\$ 130.88	\$ 401.27	\$ 348.73	53.5%
EMS Surcharge Fees	\$ 125,000.00	\$ 11,757.35	\$ 32,089.70	\$ 92,910.30	25.7%
Ambulance Svc Fees	\$ 65,000.00	\$ 4,170.30	\$ 21,367.90	\$ 43,632.10	32.9%
Burn Permits	\$ 1,250.00	\$ 25.00	\$ 40.00	\$ 1,210.00	3.2%
Transfers In	\$ 70,000.00		\$ -	\$ 70,000.00	0.0%
Misc Income	\$ 1,000.00	\$ 50.00	\$ 225.67	\$ 774.33	22.6%
Grant Funds	\$ 1,000.00		\$ 16,000.00	\$ (15,000.00)	1600.0%
Total EMS Fund	\$ 622,543.00	\$ 16,133.53	\$ 54,124.54	\$ 568,418.46	8.7%

RANGER STATION FUND

Cash on Hand	\$ 16,100.00	\$ -		\$ 16,100.00	0.0%
Interest	\$ 250.00	\$ 43.60	\$ 133.67	\$ 116.33	53.5%
Rent	\$ 35,000.00		\$ 7,793.43	\$ 27,206.57	22.3%
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	50.0%
Total Ranger Station	\$ 88,450.00	\$ 43.60	\$ 7,977.10	\$ 80,472.90	9.0%

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	\$ 138,648.68	\$598,923.77	\$ 7,913,623.23	7.0%



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Oct 09 2023
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report September 2023](#)

September Monthly Report 2023

	Statistics	
	This Year	Last Year
Paton Count	913	624
Circulation Count:	1122	785
Adult	480	362
Children	642	423
Audios	103	66
Videos	154	146
Music CD's	0	0
Materials Added	127	50
Materials Discarded	11	60
Reference Questions	8	34
Programs for Patrons	11	5
Participants	273	65
Computer Usage	1203176	104386
New Patrons	9	7
ILL Requests	304	246
Notary	1	0

Events and Additions:

Held library's 111th birthday party with estimated 200 in attendance.

Discontinued copier service due to high rates.

Doing research for a home school library tour.

2024 Ready to Read grant has been submitted.

Dorothy Louise Kyler grant has been submitted.

Working on minimizing items in storage per Doug's direction.

Leak in park sprinklers has been fixed, resolving leak in library basement.

We're holding monthly after school craft groups, and after school puzzle/game groups in conjunction w

Patrons are utilizing COVID tests we have on hand.

ith school staff.



Memorandum

Subject: Ordinance Officer Monthly Report
Meeting: City Council - Oct 09 2023
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

ATTACHED:

[Ordinance Officer Monthly Report September 2023](#)

September 2023

To:

Susan Hawkins-City Mayor
Roberta Vanderwall-Interim City Admin.
City Council Members

From:

Dianna Arena-Ordinance Officer

Job Detail:

Field Citizen Complaints
Enforce City Ordinances
Educate Residents on Code Violations

Letters Sent:

Right of Way Violations: 10**2 Complied 8 will be followed up on.
Trailer Inhabitation: 3**1 picked up a permit. 1 no one in. 1 will be followed up on.
Noxious Weed Concern: 1**Will follow up on.

Complaints/Concerns:

1-Concern about homeless couple living in their van by the park interacting with hotel guests in a negative way. Told resident that if it becomes a confrontational situation to reach out to the sheriff's office.

1-Concern regarding a residence off N. Bellwood: safety of home/cats. Gave resident a couple of numbers that would help him with his worry about this property (CHD/DHS).

1-Complaint that a residence has a trailer with inhabitants/leaving the property a mess/plugging up the ditch to use water. Ditch issue has been dealt with and property owner has secured a permit for the trailer.

1-Complaint regarding a home that has an abundance of trash accumulation throughout the yard and in the city right of way. Property owner was contacted, who reached out to the tenant--a dumpster was secured, and property cleaned up.

3-Complaints from a resident regarding a property on N. 2nd street. Right of way issue/ "Abandoned"/Disabled Vehicle/Trailer Full of Garbage. Resident was contacted: Boat has been moved, trailer was taken to the dump and garbage disposed of, "abandoned" vehicle will be removed from the property (will follow up on this).

1-Complaint from concerned resident about numerous issues that would fall under the sheriff's jurisdiction. Informed the resident about the town hall w/Sheriff Bowen that is coming up Oct. 5th and that it would be a great opportunity to address/discuss these issues at that time.

1-Concern about a residence off E. Harrison regarding some noxious weeds growing at the property. A Letter has been sent to the address of concern (will follow up on).

City of Union
Citizen Suggestion Form

The purpose of this form is to allow citizens the opportunity to inform the City of any *Concern, Suggestion, Comment, or Compliment*. Your city council believes that an active citizenry is helpful in correcting many of the civic problems, which affect all citizens, directly or indirectly. The City believes this tool will assist in identifying violations or concerns, tracking corrective measures and working towards a better quality of life for the people of Union.

Information below: (can be kept confidential) ☐ Please keep confidential.

Name: Miniam Hess Date: 9/18/23

Address: 465 E. Harrison

Phone / Cell: 562-5632

☐ Comment ☐ Compliment ☒ Concern ☐ Suggestion ☐ Other

Location/Street: SW lot off College + Harrison

Description: lots of kudzu weed ready to bloom or worse

The trucking business so of there has done a good job of eliminating their kudzu + thus preventing seed scattering to neighbors, including the above mentioned lot, so timely spraying should help a lot to prevent

Signature: Miniam Hess - seeding the town.

For Office Use Only:

Date Received: 9/18/23 By: KG (Kudzu rolls)

Action Taken: (attach additional information if necessary)

letter was written to residence of concern off E. Harrison 9/18.

tried to call Miniam - left vm

RECEIVED

SEP 18 2023

BY:

Forward to: ☒ Ordinance Officer ☐ Fire Chief ☐ Public Works ☐ City Administrator

☐ Sent to Council Date: _____

Thank you for your concern. Please be sure to turn this form into City Hall at the front desk or drop box.

City of Union
Citizen Suggestion Form

The purpose of this form is to allow citizens the opportunity to inform the City of any *Concern, Suggestion, Comment, or Compliment*. Your city council believes that an active citizenry is helpful in correcting many of the civic problems, which affect all citizens, directly or indirectly. The City believes this tool will assist in identifying violations or concerns, tracking corrective measures and working towards a better quality of life for the people of Union.

Information below: (can be kept confidential)

☐ Please keep confidential.

Name: Charles LeBold

Date: 9-5-23

Address: 1035 S 4th ST

Phone / Cell: 541-562-6153

☐ Comment ☐ Compliment ☒ Concern ☐ Suggestion ☐ Other

Location/Street:

SW Union

Description:

OHV use on streets not complying with city ordinances, illegal use of fireworks, illegal use of firearms, parking of unused vehicles on properties, youngsters using motorized scooters on main street around traffic, brushing on sidewalk on main st not adequate, parking on sidewalk by gas station & distracted driving.
Note: some concerns/observations for sheriffs mtg.

Signature: Charles L. LeBold

For Office Use Only:

Date Received: 9-6-2023

By: KG

RECEIVED

Action Taken: (attach additional information if necessary)

an called Mr. LeBold & told him about the town hall meeting
Oct. 5 6³⁰pm comm. center
& that he could bring his concerns there regarding
all the traffic issues / firearms etc.

Forward to: ☒ Ordinance Officer

☐ Fire Chief

☐ Public Works

☐ City Administrator

☐ Sent to Council

Date: received 9/7

Thank you for your concern. Please be sure to turn this form into City Hall at the front desk or drop box.



Memorandum

Subject: Fire/EMS Monthly Report
Meeting: City Council - Oct 09 2023
Prepared For: Mayor and Members of Council
Staff Contact: Roberta Vanderwall, Administrator

ATTACHED:

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

October 2, 2023

The Union Fire and Ambulance had a total of 16 calls consisting of lift assists, heart issues, back pain, altered level of consciousness, seizure and standby for fire. We had 2 meetings this month and a car fire training. The fire department has been very helpful in helping the ambulance with lift assists and driving to the hospital.

We do have 2 people in classes this fall. One is in the basic class in LaGrande and the other is in the advanced class in Hermiston. Looking forward to the help they will bring to our service.



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Oct 09 2023
Prepared For: Mayor and Members of Council
Staff Contact: Roberta Vanderwall, Administrator

ATTACHED:

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

[Sheriff's Hours September 2023](#)

[Sheriff's Yearly Hours 2023](#)

Union Activities –September 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	148
Vacation Hours taken	10
Total Hours	158
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	0
WARNINGS	6
ARRESTS	3
CALLS FOR SERVICE	29
FI'S	39
WALK-INS	0
REPORTS	7
TOWS/IMPOUNDS	0
OTHER	0

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
 Information taken for possible child neglect, follow up completed.
 Report taken for a runaway juvenile, juvenile located and returned home
 Deputy took a report for an assault
 Responded for Harassment, determined no crime committed
 Report taken for furnishing alcohol to a minor
 Deputy assisted with loose livestock
 Report taken for counterfeit monies
 Information taken for Fraud
 Deputy responded for a welfare check, individual denied assistance
 Deputy assisted Union Ambulance x 3
 Deputy explained options for civil situation
 Deputy disposed of drug paraphernalia
 Information taken for a possible drug violation
 Report taken for a dog bite
 Responded to an bank alarm, determined to be false
 Options explained for a civil disturbance, one person trespassed
 Report taken for child neglect
 Deputy assisted DHS on home visit.
 One person arrested on a warrant
 Deputy responded for a juvenile disturbance, options explained

One person trespassed from a residence
One male arrested on a warrant
Search warrant executed and drugs seized
One arrested on Felony Drug charges
Deputy responded for a juvenile issue, determined to be a parenting issue
Deputy assisted with a medical call
One arrested for assault
Report taken for a runaway juvenile, investigation to follow

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																	0.00
4															10		10.00
5															10		10.00
6															10		10.00
7															8		8.00
8												8					8.00
9																	0.00
10							1										1.00
11															8		8.00
12							7								3		10.00
13												2			7		9.00
14															6		6.00
15																	0.00
16																	0.00
17																	0.00
18															9		9.00
19															7		7.00
20											2				10		12.00
21															7		7.00
22											4						4.00
23											5						5.00
24																	0.00
25															8		8.00
26																	0.00
27												2			8		10.00
28															6		6.00
29																	0.00
30																	0.00
31																	0.00
Pub Total	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	11.00	12.00	0.00	0.00	117.00	0.00	148.00

Total Hrs	148.00
-----------	--------

September

Union 2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	8.50	7.00	0.00	9.00	0.00	0.00	8.00	0.00			
2	8.00	0.00	0.00	12.00	10.00	10.00	0.00	8.00	0.00			
3	8.00	0.00	0.00	6.00	10.00	10.00	10.00	6.00	0.00			
4	7.00	0.00	0.00	8.00	0.00	0.00	10.00	0.00	10.00			
5	0.00	8.00	0.00	7.00	0.00	0.00	10.00	1.50	10.00			
6	0.00	9.00	10.00	0.00	0.00	0.00	0.00	0.00	10.00			
7	0.00	10.00	10.00	0.00	10.00	0.00	7.00	6.00	8.00			
8	10.00	6.00	10.00	0.00	9.50	11.00	0.00	0.00	8.00			
9	11.50	0.00	0.00	11.50	9.00	21.00	5.50	0.00	0.00			
10	8.00	0.00	0.00	8.00	11.50	22.75	17.00	5.00	1.00			
11	7.00	0.00	0.00	13.00	0.00	10.50	10.00	1.00	8.00			
12	0.00	10.00	0.00	8.00	0.00	1.00	6.00	0.00	10.00			
13	0.00	8.00	10.00	0.00	0.00	0.00	6.00	0.00	9.00			
14	0.00	6.00	10.00	0.00	0.00	0.50	0.00	6.00	6.00			
15	10.00	7.00	10.00	0.00	0.00	10.00	0.00	4.50	0.00			
16	9.00	0.00	0.00	9.00	0.00	8.00	0.00	6.00	0.00			
17	9.00	0.00	0.00	8.00	0.00	0.00	10.00	6.00	0.00			
18	6.00	0.00	0.00	8.00	0.00	0.00	9.00	0.00	9.00			
19	0.00	8.00	7.00	6.00	0.00	10.00	8.00	0.00	7.00			
20	0.00	13.50	8.00	0.00	0.00	10.00	6.00	1.00	12.00			
21	0.00	8.00	7.00	0.00	0.00	10.00	0.00	8.00	7.00			
22	0.00	8.00	13.50	0.00	10.00	10.00	0.00	5.00	4.00			
23	7.00	0.00	0.00	8.00	13.00	0.00	0.00	9.00	5.00			
24	10.00	0.00	0.00	8.00	9.00	0.00	7.00	7.00	0.00			
25	10.00	0.00	0.00	7.00	0.00	0.00	7.50	1.50	8.00			
26	0.00	10.00	9.00	8.00	0.00	9.00	9.00	0.00	0.00			
27	0.00	8.50	10.00	0.00	0.00	9.50	7.00	0.00	10.00			
28	0.00	10.00	8.00	0.00	8.00	10.00	0.00	9.00	6.00			
29	10.00	0.00	9.00	0.00	8.50	7.00	0.00	8.00	0.00			
30	10.00	0.00	0.00	4.00	9.00	0.00	0.00	6.00	0.000			
31	7.00	0.00	0.00	0.00	8.00	0.00	10.00	6.00	0.00			
Total	147.5	138.5	138.50	139.50	134.50	180.3	155.00	118.50	148.0			

	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	(1.50)	28.00	(120.00)	(120.00)	(120.00)



Memorandum

Subject: Animal Officer Monthly Report
Meeting: City Council - Oct 09 2023
Prepared For: Mayor and Members of Council
Staff Contact: Roberta Vanderwall, Administrator

ATTACHED:

[Animal Officer Monthly Report September 2023](#)

[Animal Officer Hours 2023](#)

Union Animal Enforcement Hours—September 2023

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

HOURS: 4

Calls for Service: 3

Dog at large:

Citations: 0
Warnings: 2
Impounds: 0
Other Action: 0

Dog Bites: 1

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

Patrol Deputy took a report of a dog bite, hours reflected on Patrol Contract

Report of a dog that jumped a fence and menaced a person. AEO attempted to locate and were UTL

AEO contacted a citizen regarding a dog complaint, will follow up

AEO contacted dog owners regarding a barking complaint, Owners will attempt to resolve

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						0.5				
9							1					
10												
11							2					
12												
13												
14									1			
15					1			1.5	3			
16					1.5							
17							1	1				
18					1							
19								1				
20												
21												
22								0.5				
23					1	1.5						
24		2.5						0.5				
25								0.5				
26	1.5											
27												
28								1				
29								0.5				
30	3.5					1						
31								2	0			
TOTAL	12.75	12	0	0	4.5	9	7	9	4	0	0	0



Memorandum

Subject: Admin Monthly Report
Meeting: City Council - Oct 09 2023
Prepared For: Mayor and Members of Council
Staff Contact: Roberta Vanderwall, Administrator

ATTACHED:

[Admin Monthly Report September 2023](#)

City Administrator's Monthly Report for September 2023

I've been working on the registration for System for Award Management (SAM). This is a government organization that monitors federal grants. We are required to register every year since we receive federal funding. This has been a very long process, which is still not resolved.

Helped out where necessary during the interview process.

Talk with Mark Richardson, 795 West Delta, regarding the status of the new water/sewer service lines that he paid for installation. Public Works has installed the services.

Talked with Charlie from the hotel. His fence was damaged during an event, and he is trying to get insurance to cover it. Main Street Union hosted the event and should be liable for the damage. Laura gave Charlie Meriah Williams, Main Street Union contact information. That organization should be the responsible party for damages.

Drafted a Conditional Offer of Employment for Holly Kerns. Contacted Holly and discussed the offer. Also contacted her references.

Met with Ralph Patterson who wanted to welcome me to Union.

Contacted Ignacio to let him know that status of the administrator position.

Prepared Staff Report for the Planning Commission. I've been doing some research on planning issues and have contacted the City Attorney to get information for our next Planning Commission meeting.

Respectfully,

Roberta Vanderwall
Interim City Administrator



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Oct 09 2023
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report September 2023](#)

City of Union Council Report for September 2023 Public Works Department

Water: We installed a new booster pump at well #3 for our gas chlorination system. Repaired a service line leak at the intersection of North Cove and East Fir. Installed a new customer water service line to a lot on West Delta. Hung 58 door knockers, did monthly water meter reads, and both our water samples tested good.

Sewer: Installed a new customer service line on West Delta. We will be pulling the three aerators from the effluent pond at the golf course and cleaning them, straightening the electrical cords on them and replacing the ropes on the anchors. Our screw screen is nearly complete, and we will be adding a building over it.

Streets: We did a little more pot-hole patching and will be ordering more patch as we are out. The signs for the speed hump have arrived and we are in hopes of installing them this month along with the hump on North 10th.

Park: The sprinkler system will be shut off this month and the lines drained along with winterizing the rear bathroom. The drinking fountain at the front bathroom has been turned off and the heaters to the bathrooms turned on.

Ranger Station: The South garage siding is complete, and we have cleaned up the mess and moved the excess siding to the rear of the facility. We hauled off three loads of garbage from inside the garage and plan on using the garage to store sprinklers and garden hoses. The exterior of the middle unit has been painted where new siding was installed when the doors were put into the building. We have added locks on the doors, and we just passed the insulation inspection so Total Construction will be hanging drywall. We will be ordering flooring and counters and counter tops soon.

City of Union

Public Works Lead

Paul Phillips

October 4, 2023

City of Union

Service Order List

All Service Orders, Exclude Completed, Exclude Cancelled

Order ID	Date	Request Type	Assigned To	Date	Status	Comp. Date	Account Number	Customer Name	Service Address	Reading
1675	10/5/23	Delinquent Turn Off	PAUL PHILLIPS	10/5/23	ASSIGNED		108960025	Annas, Joshua & Chelsea	126 S THIRD	180486
1676	10/5/23	Delinquent Turn Off	PAUL PHILLIPS	10/5/23	ASSIGNED		115010083	Boob, Henry	242 S COLLEGE	30108
1138	3/23/22	Maint/Repair	PAUL PHILLIPS	3/23/22	ASSIGNED		114210024	JOHNSTON, STEVE & JAIMIE	1598 N COLLEGE	
1679	10/5/23	Delinquent Turn Off	PAUL PHILLIPS	10/5/23	ASSIGNED		101710036	SAUER, LARRY & TAMMY	710 N BELLWOOD	189730
1674	10/3/23	Maint/Repair	PAUL PHILLIPS	10/3/23	ASSIGNED		111510020	SMITH, CONNIE	401 N FIRST	336826
1637	8/28/23	Maint/Repair	PAUL PHILLIPS	8/28/23	ASSIGNED		162890015	UNION-STREETS,	342 S Main	
1631	8/15/23	Maint/Repair	PAUL PHILLIPS	8/15/23	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: Wastewater Treatment Plant Monthly Report
Meeting: City Council - Oct 09 2023
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:

[Wastewater Treatment Plant Monthly Report September 2023](#)



Memorandum

Subject: September 2023 Wastewater Report
Meeting: City Council - Oct 09 2023
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:

Wastewater Report September 2023

Wastewater Report September 2023

Drying Beds & Sludge removal – Currently 2 of 4 drying beds are occupied. Beds 3 has product taken from Catherine Creek Hides and Drying Bed 4 has Digester sludge.

Regular Maintenance

- Chemical pump maintenance Calcium Pumps ready for de-chlorination
- Blower Services and Maintenance
- RBC Maintenance
- SBC: Grease
- Oregon Street Lift Station
- Effluent pump grease

Effluent - Effluent discharge is going to Buffalo Creek Golf Course Pond average of 120,000 gall a day.

- Daily Golf course checks on the pond and surrounding areas, the pond is lowering, and we are battling Pond weeds, algae and Duck Weed in the aeration fountains and manually removing when needed.

Projects / Future

- **New Screen Project**
 - Project continuing, we have Becker Construction on site 4-5 days a week and the project is moving right along, the new screen has been set into place and the wiring is next.

Other

- Water and Sewer service installation on W Delta
- Water Leak at the corner of E Fir & Cove St
- Assisted Golf Course with a leak along the cart path.
- Golf course monitoring and cleared a culvert that was plugged.
- Annual Flow meter calibration
- Quarterly Effluent samples went out.
- Hauled and land applied sludge to the field. 70,000 gallons over 14 acres
- Catherine Creek Hides brought product to the drying beds this month (2 loads)
- Monitoring Catherine Creek for flows and temperatures, preparing to possibly start discharging effluent into the creek in October if all the conditions are met.
- Interview process for the possible hire of a new City Administrator.