



City of Union

Agenda

City Council Meeting

Monday, December 11, 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. Discussion on Agreement with Interim Administrator

4

[Interim City Administrator Apartment Rental](#)

4.2. New Administrator

4.3. Fire/EMS Discussion and Fee Discussion

4.4. Review & Adopt Order for Kennon Appeal

5. **CONSENT AGENDA:**

5.1. **Business/Special Meeting Minutes**

• November 8, 2023 5 - 6

[Council Special Meeting - Nov 08 2023 - Minutes - Pdf](#)

• November 13, 2023 7 - 10

[City Council - Nov 13 2023 - Minutes - Pdf](#)

• November 15, 2023 11 - 12

[Council Special Meeting - Nov 15 2023 - Minutes - Pdf](#)

• November 27, 2023 13 - 14

[Council Special Meeting - Nov 27 2023 - Minutes - Pdf](#)

5.2. **Work Session Minutes**

• November 13, 2023 15 - 17

[Council Work Session - Nov 13 2023 - Minutes - Pdf](#)

• November 27, 2023 18 - 20

[Council Work Session - Nov 27 2023 - Minutes - Pdf](#)

5.3. **Information Reports**

- Office Manager Monthly Report 21 - 40
[November 2023 - Pdf](#)
- Library Monthly Report 41 - 42
[November 2023 - Pdf](#)
- Ordinance Officer Monthly Report 43 - 45
[November 2023 - Pdf](#)
- Sheriff's Monthly Report 46 - 49
[November 2023 - Pdf](#)
- Animal Officer Monthly Report 50 - 52
[November 2023 - Pdf](#)

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

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

- 7.1. Admin Monthly Report 53 - 54
[November 2023 - Pdf](#)
- 7.2. Public Works Monthly Report 55 - 56
[November 2023 - Pdf](#)
- 7.3. Wastewater Monthly Report 57 - 58
[November 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. December 18, 2023 - Informational Meeting for Fire/EMS annexation @ 6pm.
- 9.2. January 8, 2023 - Fire/EMS Annexation 1st Public Hearing @ 6pm
- 9.3. January 8, 2023 - Council Business Meeting @ 7pm
- 9.4. January 22, 2023 - Council Work Session @ 6pm

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.

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

AGENDA ITEM COVER SHEET

CITY OF UNION CITY COUNCIL

Please complete for each agenda item submitted for consideration by the City Council. (See notations at bottom of form.)

Presenter: Roberta Vanderwall, Interim City Administrator Submitted to reviewers: _____

Department: Administration Requested Agenda Date: December 11, 2023

Short Title of Agenda Item: Interim City Administrator Apartment Rental

+++++

This Item involves: (Check all that apply for this meeting.)

_____ Order or Resolution		_____ Appointments	
_____ Ordinance/Public Hearing		_____ Update on Project/Committees	
_____ 1 st Reading _____ 2 nd Reading _____		_____ Consent Agenda Eligible	
_____ Public Comment Anticipated		_____ Discussion and Action	
_____ Estimated Time: _____		_____ Purchase Pre-Authorization	
_____ X Contract/Agreement		_____ Other	

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

Contract negotiations were made in July for the Interim City Administrator position. One topic that was discussed was a living allowance once the weather turned bad and getting into and out of my residence is restricted and allowing for a living expense and/or use of the AirBnB. The AirBnB is rented for part of December and a rental apartment is available in Union.

Celeste Tate will begin her employment with the City on January 15th and I will be staying for a couple of weeks in order to show her around and get her up to speed.

2. FISCAL IMPACT –\$1200.00 @ month

3. SUGGESTED ACTION(S)

- Make a motion to approve payment of \$1,200.00 per month for apartment rental for the remainder of employment.
- Make an alternative motion
- No Action



MINUTES

Council Special Meeting

Meeting

6:30 PM - Wednesday, November 8, 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 November 8, 2023, at 6:30 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: Susan Hawkins

2. ADJOURN TO EXECUTIVE SESSION

a) Notice of Special Meeting

Executive Session:

The City of Union City Council will hold a special meeting on November 8, 2023 at 6:30 pm at Leonard Almquist Council Chambers 342 S. Main Street, Union, OR 97883.

The Council will meet in executive session to consider applicants for the position of City Administrator.

The executive session is being held pursuant to ORS 192.660(2)(a), which statute permits the Council and Mayor to meet in executive session to consider the employment of a public officer, employee, staff member, or individual agent, so long as certain prerequisites set forth in ORS 192.660(7)(d) have been satisfied. Those prerequisites have been satisfied.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room.

Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced.

No decision may be made in executive session.

Open Session:

On this same date, time, and location the Council will meet in public session to have discussions relating to the applicants and the proposed salary of the applicants for the City Administrator position.

Executive session started at 6:32 p.m.

3. RECONVENE SPECIAL MEETING

Special Meeting reconvened at 6:54 p.m.

Councilor Farmer motioned to receive more applications from the hiring agency and have an executive session for review. Councilor Blackburn second. Councilors discussed the motion and the hiring process. The motion and second were rescinded.

Councilor Blackburn motioned to reopen the hiring process with the hiring agency. Councilor Boyer-Davis second.

Council discussed their ideas about the hiring process and what can be done and what can't be done. They discussed the hiring agency and their process. Council discussed what would be best for the next step.

The motion passed unanimously.

4. ADJOURNMENT

This meeting adjourned at 7:10 p.m.

Mayor

City Administrator



MINUTES

City Council Meeting

7:00 PM - Monday, November 13, 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 November 13, 2023, at 7:03 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:

- a) EOU Board of Trustees Community Reception

This is information for the Council.

- b) 2023 Grande Ronde Model Watershed

Councilor Middleton said this is their annual meeting.

3. OLD BUSINESS:

- a) Update On Hiring Process

Mayor Hawkins said we will have another Special meeting and executive session on November 15, 2023 at 6:00 p.m.

- b) Fire/EMS Update

Mayor Hawkins said we are looking at costs for the departments and how the budget is doing. We discussed these topics with our fire chief at the work session. We are hoping to put the merger between rural and city back on the ballot in the spring. Council discussed the shortage in the budget for fire and EMS and making sure the public understands. Council explained the fire and EMS budget to the public and what is lacking. Council is looking at raising the monthly fire/EMS fee on the water bill.

4. NEW BUSINESS:

Replacement pump-

Mayor Hawkins said today the pump went out at the water and sewer station. This is an estimate for a repair \$15,876 or a full replacement \$17,129.

Council discussed the estimate and what budget line this would come out of. They asked staff about a new pump and what will be done in the meantime.

Councilor Davis motioned to approve the bid for a new replacement for \$17,129.

Councilor Middleton second. Motion passed unanimously.

a) Acting In Capacity

Mayor Hawkins said with the changes occurring within the city, Krista Griffiths has been acting in her duties above and beyond. We would like to give her \$600 bonus.

Councilor Anita Boyer-Davis made a motion to approve the bonus \$600 for acting in capacity for Krista Griffiths. Tim Cox seconded the motion. Carried unanimously.

b) Agreement for Dog Control Services

Interim City Administrator Vanderwall said it is because the actual ORS refers to dogs and not animals anymore.

Councilor John Black made a motion to approve the contract for animal services. Tim Cox seconded the motion. Carried unanimously.

c) E. Chestnut Street Improvements - Change Order #2

Council reviewed and discussed the change order.

Tim Cox made a motion to accept Change Order #2 and to pay out for \$11,151.23. Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

d) E. Chestnut Street Improvements - Payment #2 (Final)

e) Headworks Screen Improvements

f) Headworks Screen Improvements

g) Park Camera Estimates #37 & #38 - O'Reilly Enterprises, Inc.

ICA Vanderwall said this was being worked on previously. Council discussed the reason for this was because of vandalism at the park.

Councilor John Black made a motion to accept the bid from O'Reilly Enterprises, Inc. Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

5. **CONSENT AGENDA:**

5.1. **BUSINESS/SPECIAL MEETING MINUTES**

5.1.1. October 2, 2023

5.1.2. October 9, 2023

5.2. WORK SESSION MINUTES

5.2.1. October 9, 2023

5.2.2. October 23, 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-5-2023

Councilor Anita Boyer-Davis made a motion to approve the consent agenda as presented. Tim Cox seconded the motion. Carried unanimously.

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) Admin Monthly Report

ICA Vanderwall and Mayor Hawkins discussed extending the help at the library from the city ordinance officer. ICA Vanderwall and Councilor Middleton discussed the speed hump on 10th Street.

b) Public Works Monthly Report

c) Wastewater Monthly Report

8. PUBLIC COMMENT

Elisa Lind W. Elm Street said I spoke to the Mayor regarding the vulgar sign they put up. Deputy Johnson, Mayor Hawkins, and Mrs. Lind discussed the new sign. Mayor Hawkins described the sign to everyone. This has been going on far longer than we have lived here. The city has failed to take care of the issues. This will fall back on the city for not taking care of the issues before now. The issues are stagnant and the system is slow.

Deborah Kennon 1045 N. 5th Street said I would like to invite you to go check out the new street called Kennon Court. We will be having an appeal about it next month. If you want to slow traffic down on 10th street just add a bunch of pot holes. I am worried about little girls on a 4 wheeler and side by side. Deputy Johnson discussed what to do.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) Special Meeting/Executive Session - November 15, 2023 @ 6 pm
- b) November 27, 2023 @ 6:00pm - Work Session
- c) December 11, 2023 @ 6:00pm - Work Session
- d) December 11, 2023 @ 7:00pm - Business Meeting
- e) December 18, 2023 -Special Meeting and Public Hearing

10. ADJOURNMENT:

This meeting adjourned at 7:59 p.m.

Mayor

City Administrator



MINUTES

Council Special Meeting

Meeting

7:00 PM - Wednesday, November 15, 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 November 15, 2023, at 6:30 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED:

2. ADJOURN TO EXECUTIVE SESSION

The executive session started at 6:31 p.m.

a) Notice of Special Meeting

Executive Session:

The City of Union City Council will hold a special meeting on November 15, 2023 at 6:30 pm at Leonard Almquist Council Chambers 342 S. Main Street, Union, OR 97883.

The Council will meet in executive session to consider applicants for the position of City Administrator.

The executive session is being held pursuant to ORS 192.660(2)(a), which statute permits the Council and Mayor to meet in executive session to consider the employment of a public officer, employee, staff member, or individual agent, so long as certain prerequisites set forth in ORS 192.660(7)(d) have been satisfied. Those prerequisites have been satisfied.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room.

Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these

subjects during the executive session, except to state the general subject of the session as previously announced.

No decision may be made in executive session.

Open Session:

On this same date, time, and location the Council will meet in public session to have discussions relating to the applicants for the City Administrator position.

3. RECONVENE SPECIAL MEETING

The special meeting reconvened at 7:37 p.m.

Councilor Blackburn amends the previous motion to reopen the hiring process to continue the hiring process. Councilor Farmer second. The motion passed unanimously.

4. ADJOURNMENT

This meeting adjourned at 7:39 p.m.

Mayor

City Administrator



MINUTES

Council Special Meeting

Meeting

7:00 PM - Monday, November 27, 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 November 27, 2023, at 7:04 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED:

2. NEW BUSINESS:

a) Consideration of New Administrator's Contract

Mayor Hawkins said I think this is a great candidate. Councilor Middleton voiced concerns about the salary being too high and making sure city ordinances are followed. Mayor Hawkins said I make sure the attorney reviews any changes. Councilor Blackburn said this has been a long process. Council discussed a possible start date which could be the beginning of January. Council also discussed the average salary of the many jobs this candidate will be taking on.

Councilor Black said I think this is a good prospect for us.

Councilor Anita Boyer-Davis made a motion to accept Celeste Tate and the proposed contract with adjustments to the severance section 9b and 9c and to move forward. Tim Cox seconded the motion. Carried unanimously.

3. PUBLIC COMMENT

4. ADJOURNMENT:

This meeting adjourned at 7:18 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, November 13, 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 November 13, 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 explained why one arrest doesn't have a report. I just talked to the Interim Administrator about animal control and some confusion. I do respond to animal control calls if I am the only one on duty. Mayor Hawkins and Deputy Johnson discussed that the question came from the renewal of the animal control contract. Deputy Johnson said he would try to get clarification on that.

He also said he helps with lift assists and ambulance calls. There was also a prowler who was stealing from vehicles. We have a task force with OSP out here in Union, we did get information out of some people on fentanyl. Councilor Blackburn and Deputy Johnson discussed if things are getting better or worse lately. Deputy Johnson said I don't feel it is getting better right now.

3. UPCOMING BUSINESS DISCUSSIONS:

a) Update on Hiring Process

Mayor Hawkins said after listening to the executive session I felt I needed to come back and explain our hiring process with the hiring company. She explained the process step by step.

She then discussed how motions should be made and voted on. We will have another executive session on Wednesday November 15, 2023, at 6:00 p.m.

She explained that the open session is only for the motion and discussion on that motion.

b) Fire/EMS Update

Casey George said the Wildhorse grant was for a new radio in the ambulance. The other grant was for hose for the firetruck and a handheld radio for the fire department and we did get both of those grants. We would like to bump the training program budget line. The ISO rating will be better if our training is up to date. Council and Mr. George discussed the costs of training for different training within the fire and EMS departments.

Casey George said we are hoping that we won't have to send the monitor off for two years, and we just got it back. Council and Casey discussed the ambulances and the stock show and how that works. They discussed the medical supplies as well. Casey said we need a new gas detection tool because ours is very old and doesn't really work. We also need a tool to scan walls for fire. We will also need new Scot bottles. I would like to slowly replenish our stock with these. He explained that for the pack that holds the bottles he can get without buying brand new. The brand-new packs are \$8,000 each.

Casey said we are always looking for grants and applying for them. He explained that a large grant has been applied for new radios for many cities. He said we couldn't wait because it could be up to two years waiting for the new radios.

Council and Casey discussed the process of putting the merger between rural fire and city fire and EMS back on the ballot for May. Council discussed the order of events to get this matter back on the ballot. Council discussed issuing the public notice tomorrow to get this started.

c) Acting In Capacity Memorandum

Mayor Hawkins said we will discuss this in our next meeting. Krista has been doing above and beyond work here at the city. I would like to give her \$600 total for her extra work.

d) Agreement for Dog Control Services

Interim City Administrator Vanderwall explained the reason for the change in terms.

e) E. Chestnut Street Improvements - Change Order #2

Council and staff discussed what this.

f) E. Chestnut Street Improvements - Payment #2 (Final)

Council and staff discussed what this.

- g) Headworks Screen Improvements - Completion Certificate

This is to inform the Council.

- h) Headworks Screen Improvements - Substantial Completion

This is to inform the Council.

- i) Park Camera Estimates #37 & #38 - O'Reilly Enterprises, Inc.

Mayor Hawkins said we will look at these estimates.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

- a) Review of Livability Code

Mayor Hawkins said this is from another city. It has worked really well for the other city. I want you to look at this. Council discussed this and how it could help with current problems. Council discussed this ordinance and what it talks about. They discussed how this could be controversial.

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 6:59 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, November 27, 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 November 27, 2023, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED:

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

- a) Discuss merger between the City of Union Fire/EMS & the Union Rural Fire Protection District

Mayor Hawkins said we want to discuss the merger between city and rural services. Interim City Administrator Vanderwall said I think we need to do the resolution first to get this put back on the ballot for the citizens to vote on.

Mayor Hawkins said we also need to discuss the shortfall in the fire and EMS budget. It has been 12 years since we had an increase. She discussed the equipment that needs to be replaced really soon. She also discussed the need to up the training budget line to get all the volunteers trained. Council discussed the funds and what has been spent this year.

Council discussed raising the fee before the election or waiting until after the election. They also discussed what would happen to the budget if the election passed. They also discussed the items that aren't needed immediately.

Leonard Flint explained how the ambulance works with the stock show. He asked about the budget on fire and EMS and why an increase is necessary. He also discussed the tax rate the rural charges. I encourage the Council to be very open and honest about this rate increase and make corrections. I

understand both sides of this, but the numbers don't make sense. Council and Mr. Flint discussed the issues with fire and EMS and discussed the equipment.

Council and Mr. Flint discussed where the equipment funds should come from. Mr. Flint said you need to be careful. Mayor Hawkins said one way or another we need to listen to our fire chief and get the necessary equipment. Council discussed the shortage of the fire and EMS budget again. They discussed moving funds out of the reserve to cover the shortage.

Then, they discussed where the funds would be applied in equipment and training. Council discussed other options for covering the stock show this coming summer. Councilor Cox discussed the actual resolution from 2013 and that the rate can't be changed until April by the resolution. Council continued to discuss the possibility of different options in working on the shortage in the fire and EMS budget and where the money is most needed.

Leonard Flint said the income is \$185,000. You can make changes in a work session. Council discussed this with Mr. Flint. Mr. Flint said you should listen to your own meetings and listen as if you know nothing about what is going on.

b) **Consideration of New Administrator's Contract**

Mayor Hawkins said you all have a copy of the draft contract and her letter in response to the contract. I have forwarded the question on termination without cause to our city attorney. Council began discussing the contract and salary. Councilor Farmer voiced his concerns about the salary being too high. Council continued to discuss the salary of a city administrator and what the interim city administrator makes currently.

Council will consider this further at the next special meeting tonight at 7:00 p.m. Council reviewed the past motions and made sure of the process again. They discussed the contract and that it is something Council has read before with very few changes.

Mike O'Connor said I am interested in the charter and ordinance review. Council and Mr. O'Connor discussed that the next work session will discuss that.

Councilor Middleton also voiced his concerns that the salary is too much. Council discussed the previous administrators pay compared to the proposed salary now. They also discussed why other professions are seeing shortages as well.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. **OTHER:**

7. **ADJOURNMENT:**

This meeting adjourned at 6:58 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Dec 11 2023
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Adjustments November 2023](#)

[AP's November 2023](#)

[Expenses November 2023](#)

[Revenues November 2023](#)

[Office Manager Report November 2023](#)

Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment
11/1/2023	Diller, Sandra	110960036	credit	\$ (16.00)	remove late fee
11/7/2023	8 customers	8 customers	debit	\$ 280.00	delinquent turn offs
11/9/2023	Kilby, John	100840032	debit	\$ 16.00	shut off fee
11/9/2023	Lee, Duane	103790010	credit	\$ (20.00)	remove late notice fee-payment made prior to delivery
11/9/2023	Shaffer, Megan	105000050	credit	\$ (20.00)	remove late notice fee
11/14/2023	Union Hotel	105360036	debit	\$ 73.48	hotel sewer charges
11/14/2023	Catherine Crk Hides	106020028	debit	\$ 321.18	payments made to this acct moved to current account
11/14/2023	Steevens, Michelle	103810034	credit	\$ (321.18)	payments from old account moved to current account
11/14/2023	Steevens, Michelle	103810034	credit	\$ (70.00)	removed late fees/from pymts posted to wrong account
11/14/2023	Montgomery, Olivia	101600049	debit	\$ 16.00	turn off fee
11/20/2023	Skonberg, Donna	113020088	debit	\$ 16.00	turn off fee
11/20/2023	Brown, Kathleen	104170022	debit	\$ 16.00	turn on fee
11/30/2023	Schubert, Sherri	163270002	credit	\$ (86.86)	credit for services that should have been turned off but wasn't
11/30/2023	Rowe, Matthew	112900090	debit	\$ 50.00	new account set up fees
11/30/2023	Joseph, Beau	100150044	debit	\$ 16.00	turn on fee

Sign R. Vanderwall Date 11-5-2023

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	76018	11/07/23	CDBG	11/10/23	\$1,243.75	\$1,243.75	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,095,063.79
		76017	11/07/23	engineering	11/10/23	\$825.00	\$825.00	300-300-5202120	Engineering	\$17,500.00	\$14,203.27
		76019	11/07/23	engineering	11/10/23	\$3,938.75	\$3,938.75	300-300-5202120	Engineering	\$17,500.00	\$14,203.27
							\$6,007.50				
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	80141224	11/07/23	meter reading program	11/10/23	\$29.37	\$29.37	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,791.16
		80141224	11/07/23	meter reading program	11/10/23	\$29.37	\$29.37	300-300-5203800	IT/Computer/Software	\$8,500.00	\$6,295.47
							\$58.74				
90	Baum Smith LLC, PO Box 967, La Grande, OR, 97850	33439	11/07/23	municipal judge	11/07/23	\$250.00	\$250.00	100-140-5202190	Contract Services	\$2,500.00	\$2,125.00
							\$250.00				
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	Nov '23	11/07/23	phone	11/10/23	\$53.53	\$53.53	200-200-5202570	Telephone/Cell	\$5,500.00	\$3,855.95
		Nov '23	11/07/23	phone	11/10/23	\$29.09	\$29.09	200-200-5202570	Telephone/Cell	\$5,500.00	\$3,855.95
		Nov '23	11/07/23	phone	11/10/23	\$53.52	\$53.52	500-500-5202570	Telephone/Cell	\$650.00	\$537.31
		Nov '23	11/07/23	phone	11/10/23	\$69.35	\$69.35	600-600-5202570	Telephone/Cell	\$1,200.00	\$829.59
		Nov '23	11/07/23	internet	11/10/23	\$86.19	\$86.19	600-600-5203800	IT/Computer/Software	\$3,500.00	\$2,721.04
							\$291.68				
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	23-010	11/07/23	airbnb contract services	11/10/23	\$1,234.77	\$1,234.77	800-800-5202190	Contract Services	\$24,000.00	\$19,989.24
							\$1,234.77				
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	93218	11/07/23	contract services	11/10/23	\$12.86	\$12.86	100-110-5202190	Contract Services	\$7,500.00	\$6,288.84
		93218	11/07/23	contract services	11/10/23	\$12.87	\$12.87	100-160-5202190	Contract Services	\$1,000.00	\$943.16
		93218	11/07/23	contract services	11/10/23	\$51.47	\$51.47	200-200-5202190	Contract Services	\$5,000.00	\$3,642.83
		93218	11/07/23	contract services	11/10/23	\$51.47	\$51.47	300-300-5202190	Contract Services	\$7,000.00	\$6,542.83
34	Fastenal, PO Box 1286, Winona, MN, 55987	ORLAG137619	11/07/23	park supplies	11/10/23	\$157.61	\$157.61	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,652.33
							\$157.61				
265	Fire Rescue Equipment NW, LLC, 901 N Brutscher St. Suite D300, Newberg, OR, 97132	3643	11/07/23	equip maint	11/10/23	\$525.00	\$525.00	700-710-5202880	Equipment Repair/Maint	\$3,000.00	\$2,918.26
							\$525.00				
10	Hometown Hardware, PO Box 1024, Union, OR, 97883	56540	11/07/23	park supplies	11/10/23	\$5.50	\$5.50	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,652.33
		56928	11/07/23	public works supplies	11/10/23	\$62.00	\$62.00	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,738.00

Council Approval Report

(Council Approval Report)

Vendor											
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
59913	11/07/23	public works supplies	11/10/23	\$23.75	\$23.75	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,738.00		
59913	11/07/23	treatment plant supplies	11/10/23	\$23.75	\$23.75	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$33,127.69		
59913	11/07/23	treatment plant supplies	11/10/23	\$162.75	\$162.75	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$33,127.69		
56949	11/07/23	streets supplies	11/10/23	\$27.00	\$27.00	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,616.60		
59912	11/07/23	fire dept supplies	11/10/23	\$22.95	\$22.95	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,550.00		
11					\$327.70						
4137709	11/07/23	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336 bldg maint/park bathroom heater	11/07/23	\$226.08	\$226.08	100-130-5202820	Maintenance (Building &	\$2,000.00	\$1,773.33		
4137710	11/07/23	public works supplies	11/10/23	\$65.21	\$65.21	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,738.00		
492					\$291.29						
INV757408	11/07/23	L.N. Curtis and Sons, PO Box 884921, Los Angeles, CA, 90088-4921 fire hose - paid with grant funds from ODFW	11/10/23	\$3,473.02	\$3,473.02	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,550.00		
474					\$3,473.02						
90709	11/07/23	Lane Council of Governments, 859 Willamette Suite 500, Eugene, OR, 97401 executive recruitment	11/10/23	\$4,513.00	\$4,513.00	100-110-5202190	Contract Services	\$7,500.00	\$6,288.84		
46					\$4,513.00						
15491597	11/07/23	LEAF, PO Box 5066, Hartford, CT, 06102-5066 copier contract	11/10/23	\$29.96	\$29.96	100-110-5202190	Contract Services	\$7,500.00	\$6,288.84		
15491597	11/07/23	copier contract	11/10/23	\$44.94	\$44.94	200-200-5202190	Contract Services	\$5,000.00	\$3,642.83		
15491597	11/07/23	copier contract	11/10/23	\$44.94	\$44.94	300-300-5202190	Contract Services	\$7,000.00	\$6,542.83		
15491597	11/07/23	copier contract	11/10/23	\$7.49	\$7.49	500-500-5202190	Contract Services	\$3,000.00	\$2,950.04		
15491597	11/07/23	copier contract	11/10/23	\$7.49	\$7.49	700-710-5202190	Contract Services	\$350.00	\$300.04		
15491597	11/07/23	copier contract	11/10/23	\$7.49	\$7.49	700-720-5202190	Contract Services	\$500.00	\$450.04		
15491597	11/07/23	copier contract	11/10/23	\$7.49	\$7.49	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,554.07		
13					\$149.80						
3200920649	11/07/23	Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850 vehicle maint/medic 9	11/10/23	\$149.94	\$149.94	700-720-5202500	Vehicle Maintenance	\$2,500.00	\$1,051.37		
15					\$149.94						
21322300	11/08/23	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279 ambulance supplies	11/08/23	\$189.75	\$189.75	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$12,256.17		
14					\$189.75						
44166	11/08/23	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850 building for screen at treatment plant	11/10/23	\$478.72	\$478.72	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38		
44238	11/08/23	credit memo	11/10/23	(\$32.74)	(\$32.74)	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38		
45761	11/08/23	ranger station proj house #2	11/10/23	\$225.01	\$225.01	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38		
46016	11/08/23	building for screen at treatment plant	11/10/23	\$4,778.81	\$4,778.81	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38		
46021	11/08/23	building for screen at treatment plant	11/10/23	\$302.75	\$302.75	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38		

Council Approval Report (Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		46235		11/08/23	credit memo	11/10/23	(\$551.88)	(\$551.88)	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38
		46249		11/08/23	ranger station proj house #2	11/10/23	\$260.28	\$260.28	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38
		46446		11/08/23	ranger station proj house #2	11/10/23	\$63.37	\$63.37	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38
		46586		11/08/23	building for screen at treatment plant	11/10/23	\$2,902.39	\$2,902.39	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38
		47180		11/08/23	ranger station proj house #2	11/10/23	\$86.83	\$86.83	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38
		47588		11/08/23	building for screen at treatment plant	11/10/23	\$423.96	\$423.96	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38
		47836		11/08/23	ranger station proj house #2	11/10/23	\$687.91	\$687.91	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38
		48232		11/08/23	ranger station proj house #2	11/10/23	\$282.19	\$282.19	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38
		48238		11/08/23	building for screen at treatment plant	11/10/23	\$404.97	\$404.97	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38
		48343		11/08/23	ranger station proj house #2	11/10/23	\$768.95	\$768.95	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38
								\$11,081.52				
14	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850											
	ranger station proj	11/07/23		11/10/23	ranger station proj house #2/kitchen	11/10/23	\$9,437.27	\$9,437.27	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38
5	NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425											
	193021	11/07/23		11/10/23	ambulance supplies	11/10/23	\$39.98	\$39.98	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$12,256.17
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144											
	39083612	11/07/23		11/10/23	ambulance supplies	11/10/23	\$76.26	\$76.26	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$12,256.17
146	OHA Cashier, PO Box 14260, Portland, OR,											
	24-25 cross conn	11/07/23		11/10/23	2024-2025 cross connection cert renewal/Paul Phillips	11/10/23	\$195.00	\$195.00	200-200-5202600	Dues/License/Certs	\$3,500.00	\$2,371.83
	24-25 DWS cert	11/07/23		11/10/23	2024-2025 DWS renewal/Paul Phillips	11/10/23	\$140.00	\$140.00	200-200-5202600	Dues/License/Certs	\$3,500.00	\$2,371.83
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711											
	October '23	11/07/23		11/10/23	supplies	11/10/23	\$25.63	\$25.63	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,142.98
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824											
	655	11/07/23		11/10/23	computer station stand	11/10/23	\$64.49	\$64.49	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,142.98
	653	11/07/23		11/10/23	Laura's computer/asyst program	11/10/23	\$70.00	\$70.00	100-110-5203800	IT/Computer/Software	\$8,000.00	\$5,461.86
	653	11/07/23		11/10/23	web hosting issues	11/10/23	\$35.00	\$35.00	100-110-5203800	IT/Computer/Software	\$8,000.00	\$5,461.86
	Nov '23	11/07/23		11/10/23	IT services	11/10/23	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$8,000.00	\$5,461.86
	Nov '23	11/07/23		11/10/23	IT services	11/10/23	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$250.00	\$210.00
	653	11/07/23		11/10/23	web hosting issues	11/10/23	\$32.50	\$32.50	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,791.16
	653	11/07/23		11/10/23	Laura's computer/asyst program	11/10/23	\$65.00	\$65.00	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,791.16
	653	11/07/23		11/10/23	public works internet	11/10/23	\$100.00	\$100.00	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,791.16
	Nov '23	11/07/23		11/10/23	IT services	11/10/23	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,791.16

City of Union

Council Approval Report

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
653	Nov '23	653	11/07/23	Laura's computer/asyst program	11/10/23	\$65.00	\$65.00	300-300-5203800	IT/Computer/Software	\$8,500.00	\$6,295.47
		653	11/07/23	web hosting issues	11/10/23	\$32.50	\$32.50	300-300-5203800	IT/Computer/Software	\$8,500.00	\$6,295.47
		Nov '23	11/07/23	IT services	11/10/23	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$8,500.00	\$6,295.47
		Nov '23	11/07/23	IT services	11/10/23	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,206.74
		Nov '23	11/07/23	IT services	11/10/23	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$3,500.00	\$2,721.04
		Nov '23	11/07/23	IT services	11/10/23	\$10.00	\$10.00	700-710-5203800	IT/Computer/Software	\$500.00	\$438.48
		Nov '23	11/07/23	IT services	11/10/23	\$10.00	\$10.00	700-720-5203800	IT/Computer/Software	\$1,000.00	\$903.08
		Nov '23	11/07/23	IT services	11/10/23	\$10.00	\$10.00	800-800-5203800	IT/Computer/Software	\$500.00	\$460.00
							\$1,264.49				
20	31923783	Oxarc, PO Box 2605, Spokane, WA, 99220-2605									
		31923783	11/07/23	operating supplies	11/10/23	\$1,500.49	\$1,500.49	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$33,127.69
		31928079	11/07/23	operating supplies	11/10/23	\$671.89	\$671.89	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$33,127.69
		31928821	11/07/23	credit memo	11/10/23	(\$50.00)	(\$50.00)	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$33,127.69
156	2594	31918599	11/07/23	equip repair/maint	11/10/23	\$606.52	\$606.52	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$4,620.37
									\$2,728.90		
494	3545	Prim Country, PO Box 365, Baker City, OR, 97814									
		2594	11/07/23	radios,mounts,programming-paid for with grant funds	11/10/23	\$17,832.00	\$17,832.00	730-000-5404955	EMS Vehicle Purchase	\$261,293.00	\$261,293.00
							\$17,832.00				
493	5608957428	Reynolds, Jon, PO Box 164, Union, OR, 97883									
		3545	11/07/23	screen proj/building	11/10/23	\$1,250.00	\$1,250.00	310-000-5404550	Treatment Facility Improv	\$464,750.00	\$190,551.51
							\$1,250.00				
24	Nov '23	Siemens Industry Inc, PO Box 2715, Carol Stream, IL, 60132									
		Nov '23	11/07/23	system improvements	11/10/23	\$1,620.00	\$1,620.00	310-000-5404500	System Improvements	\$30,000.00	\$28,103.55
							\$1,620.00				
297	Nov '23	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644									
		Nov '23	11/07/23	volunteer insurance	11/10/23	\$4.68	\$4.68	700-710-5102128	Benefits	\$7,055.00	\$5,287.81
297	Nov '23	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596									
		Nov '23	11/07/23	mobile internet	11/10/23	\$4.70	\$4.70	700-720-5102128	Benefits	\$6,305.00	\$4,636.73
							\$9.38				
495	3546	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644									
		3546	11/07/23	volunteer insurance	11/10/23	\$17.85	\$17.85	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,791.16
495	3546	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596									
		3546	11/07/23	mobile internet	11/10/23	\$17.85	\$17.85	300-300-5203800	IT/Computer/Software	\$8,500.00	\$6,295.47
495	3546	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596									
		3546	11/07/23	mobile internet	11/10/23	\$8.92	\$8.92	700-720-5203800	IT/Computer/Software	\$1,000.00	\$903.08
							\$44.62				
495	3546	Townsend, John, 62055 Lakeview Lane, La Grande, OR, 97850									
		3546	11/07/23	screen proj/building	11/10/23	\$1,250.00	\$1,250.00	310-000-5404550	Treatment Facility Improv	\$464,750.00	\$190,551.51
							\$1,250.00				

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
50	Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693	394794	11/07/23	yearly software/support	yearly software/support	11/10/23	\$1,622.29	\$1,622.29	100-110-5203800	IT/Computer/Software	\$8,000.00	\$5,461.86
459	True Construction LLC, 2202 1st Street, La Grande, OR, 97850	Oct '23 work	11/07/23	ranger station proj house #2		11/10/23	\$16,600.00	\$16,600.00	115-000-5403203	Land/Buildings	\$435,710.00	\$369,057.38
86	Union Market, PO Box 886, Acct #2011, Union, OR, 97883	Nov '23	11/07/23	park supplies		11/10/23	\$45.56	\$45.56	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,652.33
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883	1071	11/07/23	rent/utilities		11/10/23	\$912.97	\$912.97	700-710-5202280	Rent/Fire & Ambulance	\$14,000.00	\$11,222.70
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205	Nov '23	11/07/23	on call phone		11/10/23	\$26.87	\$26.87	200-200-5202570	Telephone/Cell	\$5,500.00	\$3,855.95
70	Waste Pro, 3412 Hwy 30, La Grande, OR, 97850	3912670	11/07/23	shredding		11/10/23	\$16.74	\$16.74	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,142.98
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293	3912670	11/07/23	shredding		11/10/23	\$16.74	\$16.74	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$33,127.69

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
322	5	AA & L Emergency Fire Apparatus Repair LLC, PO Box 255, Richland, OR, 97870									
		11/21/23 engine 70 & 72 pump testing			11/30/23	\$757.50	\$757.50	700-710-5202880	Equipment Repair/Maint	\$3,000.00	\$2,393.26
							\$757.50				
30	29184	American Legal Publishing Corp, 525 Vine Street, Ste 310, Cincinnati, OH, 45202									
		11/20/23 annual internet publishing renewal			11/30/23	\$200.00	\$200.00	100-110-5202727	Advertising/Publishing	\$1,300.00	\$1,300.00
		11/20/23 annual internet publishing renewal			11/30/23	\$150.00	\$150.00	200-200-5202727	Advertising/Publishing	\$750.00	\$750.00
		11/20/23 annual internet publishing renewal			11/30/23	\$150.00	\$150.00	300-300-5202727	Advertising/Publishing	\$750.00	\$750.00
2	76118	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850									
		11/21/23 screen project			11/30/23	\$11,673.40	\$11,673.40	310-000-5404550	Treatment Facility Improv	\$464,750.00	\$188,051.51
		11/21/23 E Chestnut Street final payment			11/30/23	\$4,440.37	\$4,440.37	510-000-5404500	System Improvements	\$239,263.00	\$239,263.00
4	Nov '23	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001					\$16,113.77				
		11/21/23 city hall			11/30/23	\$61.03	\$61.03	100-110-5202501	Heat	\$1,300.00	\$1,262.34
		11/21/23 city hall			11/30/23	\$61.03	\$61.03	200-200-5202501	Heat	\$7,500.00	\$7,231.25
		11/21/23 treatment plant			11/30/23	\$137.21	\$137.21	300-300-5202501	Heat	\$4,000.00	\$3,720.04
		11/21/23 treatment plant			11/30/23	\$17.34	\$17.34	300-300-5202501	Heat	\$4,000.00	\$3,720.04
		11/21/23 city hall			11/30/23	\$61.03	\$61.03	300-300-5202501	Heat	\$4,000.00	\$3,720.04
		11/21/23 library			11/30/23	\$109.09	\$109.09	600-600-5202501	Heat	\$2,500.00	\$2,404.30
		11/21/23 ranger station			11/30/23	\$10.71	\$10.71	800-800-5202501	Heat	\$3,000.00	\$2,835.94
		11/21/23 ranger station			11/30/23	\$92.15	\$92.15	800-800-5202501	Heat	\$3,000.00	\$2,835.94
							\$549.59				
41	X055849	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754									
		11/21/23 water testing			11/30/23	\$429.00	\$429.00	200-200-5202270	Water Testing	\$4,000.00	\$3,608.00
		11/27/23 water testing			11/30/23	\$45.00	\$45.00	200-200-5202270	Water Testing	\$4,000.00	\$3,608.00
		11/27/23 water testing			11/30/23	\$45.00	\$45.00	200-200-5202270	Water Testing	\$4,000.00	\$3,608.00
		11/27/23 water testing			11/30/23	\$45.00	\$45.00	200-200-5202270	Water Testing	\$4,000.00	\$3,608.00
450	Nov '23	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883									
		11/21/23 city hall cleaning/contract services			11/30/23	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,500.00	\$1,733.02
		11/21/23 library cleaning/contract services			11/30/23	\$180.00	\$180.00	600-600-5202190	Contract Services	\$3,500.00	\$2,472.24
390	36143	Carpet One Floor & Home, 1606 Portland Street, La Grande, OR, 97850									
		11/21/23 ranger station proj house #2			11/30/23	\$1,839.17	\$1,839.17	115-000-5403203	Land/Buildings	\$435,710.00	\$331,938.59
		11/27/23 ranger station proj house #2			11/30/23	\$663.83	\$663.83	115-000-5403203	Land/Buildings	\$435,710.00	\$331,938.59
36174							\$2,503.00				

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Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
402	Davenport, Chelsea, PO Box 946, Union, OR, 97883	reimb Nov 2023	11/27/23	ranger station proj house #2	11/30/23	\$2,842.00	\$2,842.00	115-000-5403203	Land/Buildings	\$435,710.00	\$331,938.59
		reimb Nov '23	11/20/23	ranger station proj house #2	11/30/23	\$959.21	\$1,934.38	115-000-5403203	Land/Buildings	\$435,710.00	\$331,938.59
		reimb Nov '23	11/20/23	ranger station proj house #2	11/30/23	\$975.17	\$0.00	115-000-5403203	Land/Buildings	\$435,710.00	\$331,938.59
							\$4,776.38				
335	Diligent Corp., PO Box 419829, Boston, MA, 02241-9874	INVA13860	11/20/23	icompass meeting manager	11/30/23	\$918.74	\$918.74	100-110-5203800	IT/Computer/Software	\$8,000.00	\$3,531.25
		INVA13860	11/20/23	icompass meeting manager	11/30/23	\$1,148.44	\$1,148.44	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,414.65
		INVA13860	11/20/23	icompass meeting manager	11/30/23	\$1,148.44	\$1,148.44	300-300-5203800	IT/Computer/Software	\$8,500.00	\$4,018.96
		INVA13860	11/20/23	icompass meeting manager	11/30/23	\$229.69	\$229.69	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,044.46
		INVA13860	11/20/23	icompass meeting manager	11/30/23	\$229.69	\$229.69	600-600-5203800	IT/Computer/Software	\$3,500.00	\$2,329.48
							\$3,675.00				
103	Freightliner Northwest, 277 Stewart Road S.W, Pacific, WA, 98047	PC152062876:01	11/21/23	engine 72 diesel exhaust	11/30/23	\$30.17	\$30.17	700-710-5202500	Vehicle Maintenance	\$3,000.00	\$2,902.00
		PC152062876:01	11/21/23	medic 9 diesel exhaust	11/30/23	\$29.90	\$29.90	700-720-5202500	Vehicle Maintenance	\$2,500.00	\$901.43
							\$60.07				
233	Hampton's Inc. dba Roger's Asphalt Paving, PO Box K, La Grande, OR, 97850	final payment	11/21/23	E.Chestnut Street final payment	11/30/23	\$11,151.23	\$11,151.23	510-000-5404500	System Improvements	\$239,263.00	\$239,263.00
							\$11,151.23				
46	LEAF, PO Box 5086, Hartford, CT, 06102-5066	15640171	11/27/23	copier contract	11/30/23	\$29.96	\$29.96	100-110-5202190	Contract Services	\$7,500.00	\$1,733.02
		15640171	11/27/23	copier contract	11/30/23	\$44.94	\$44.94	200-200-5202190	Contract Services	\$5,000.00	\$3,546.42
		15640171	11/27/23	copier contract	11/30/23	\$44.94	\$44.94	300-300-5202190	Contract Services	\$7,000.00	\$6,446.42
		15640171	11/27/23	copier contract	11/30/23	\$7.49	\$7.49	500-500-5202190	Contract Services	\$3,000.00	\$2,942.55
		15640171	11/27/23	copier contract	11/30/23	\$7.49	\$7.49	700-710-5202190	Contract Services	\$350.00	\$292.55
		15640171	11/27/23	copier contract	11/30/23	\$7.49	\$7.49	700-720-5202190	Contract Services	\$500.00	\$442.55
		15640171	11/27/23	copier contract	11/30/23	\$7.49	\$7.49	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,546.58
							\$149.80				
458	Michael Becker General Contractor Inc., PO Box 1159, La Grande, OR, 97850	payment #3	11/21/23	CDBG	11/30/23	\$116,657.15	\$116,657.15	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,093,820.04
							\$116,657.15				
496	Moore, Kristy, 1103 'N' Ave, La Grande, OR, 97850	reimb	11/20/23	reimb for credit on closed account	11/30/23	\$6.15	\$6.15	700-710-5202991	Misc Expense	\$150.00	\$130.00
		reimb	11/20/23	reimb for credit on closed account	11/30/23	\$6.15	\$6.15	700-720-5202991	Misc Expense	\$200.00	\$169.56
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711	Nov '23	11/27/23	rackspace email	11/30/23	\$140.42	\$140.42	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,036.12

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Vendor









InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Nov '23	11/27/23	microsoft	11/30/23	\$36.52	\$36.52	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,036.12
Nov '23	11/27/23	adobe	11/30/23	\$7.99	\$7.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,036.12
Nov '23	11/27/23	cash back rewards	11/30/23	(\$12.44)	(\$12.44)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,036.12
Nov '23	11/27/23	flowers/gift	11/30/23	\$18.19	\$18.19	100-110-5202991	Misc Expense	\$750.00	\$400.00
Nov '23	11/27/23	fuel for ordinance truck	11/30/23	\$58.94	\$58.94	100-120-5202490	Fuel	\$750.00	\$692.70
Nov '23	11/27/23	postage for ordinance violation	11/30/23	\$9.65	\$9.65	100-120-5202640	Postage/Shipping	\$150.00	\$121.08
Nov '23	11/27/23	water dept supplies	11/30/23	\$117.93	\$117.93	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,570.30
Nov '23	11/27/23	adobe	11/30/23	\$8.00	\$8.00	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,570.30
Nov '23	11/27/23	rackspace email	11/30/23	\$140.44	\$140.44	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,570.30
Nov '23	11/27/23	clothing allowance	11/30/23	\$82.48	\$82.48	200-200-5202430	Clothing	\$1,200.00	\$1,098.35
Nov '23	11/27/23	flowers/gift	11/30/23	\$27.30	\$27.30	200-200-5202991	Misc Expense	\$1,000.00	\$819.31
Nov '23	11/27/23	rackspace email	11/30/23	\$140.44	\$140.44	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$30,802.07
Nov '23	11/27/23	treatment plant supplies	11/30/23	\$12.80	\$12.80	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$30,802.07
Nov '23	11/27/23	treatment plant supplies	11/30/23	\$34.99	\$34.99	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$30,802.07
Nov '23	11/27/23	treatment plant supplies	11/30/23	\$65.47	\$65.47	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$30,802.07
Nov '23	11/27/23	cash back rewards	11/30/23	(\$1.92)	(\$1.92)	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$30,802.07
Nov '23	11/27/23	adobe	11/30/23	\$8.00	\$8.00	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$30,802.07
Nov '23	11/27/23	clothing allowance	11/30/23	\$82.49	\$82.49	300-300-5202430	Clothing	\$1,200.00	\$1,098.35
Nov '23	11/27/23	flowers/gift	11/30/23	\$27.30	\$27.30	300-300-5202991	Misc Expense	\$500.00	\$298.47
Nov '23	11/27/23	flowers/gift	11/30/23	\$9.10	\$9.10	500-500-5202991	Misc Expense	\$250.00	\$250.00
Nov '23	11/27/23	supplies	11/30/23	\$5.16	\$5.16	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,164.28
Nov '23	11/27/23	supplies	11/30/23	\$23.10	\$23.10	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,164.28
Nov '23	11/27/23	cash back rewards	11/30/23	(\$10.69)	(\$10.69)	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,164.28
Nov '23	11/27/23	books	11/30/23	\$234.70	\$234.70	600-600-5203410	Library Books/Magazines	\$9,000.00	\$8,090.82
Nov '23	11/27/23	books	11/30/23	\$17.91	\$17.91	600-600-5203410	Library Books/Magazines	\$9,000.00	\$8,090.82
Nov '23	11/27/23	books	11/30/23	\$11.49	\$11.49	600-600-5203410	Library Books/Magazines	\$9,000.00	\$8,090.82
Nov '23	11/27/23	books	11/30/23	\$363.67	\$363.67	600-600-5203410	Library Books/Magazines	\$9,000.00	\$8,090.82
Nov '23	11/27/23	books	11/30/23	\$20.98	\$20.98	600-600-5203410	Library Books/Magazines	\$9,000.00	\$8,090.82
Nov '23	11/27/23	books	11/30/23	\$74.36	\$74.36	600-600-5203410	Library Books/Magazines	\$9,000.00	\$8,090.82
Nov '23	11/27/23	books	11/30/23	\$77.90	\$77.90	600-600-5203410	Library Books/Magazines	\$9,000.00	\$8,090.82
Nov '23	11/27/23	library programs	11/30/23	\$15.00	\$15.00	600-600-5203450	Library Programs	\$7,250.00	\$6,458.72
Nov '23	11/27/23	library programs	11/30/23	\$178.37	\$178.37	600-600-5203450	Library Programs	\$7,250.00	\$6,458.72
Nov '23	11/27/23	flowers/gift	11/30/23	\$9.10	\$9.10	800-800-5202991	Misc Expense	\$100.00	\$100.00
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076								
3100504	11/21/23	water locates	11/30/23	\$8.75	\$8.75	200-200-5202110	Legal/Attorney Services	\$750.00	\$12.50
3100504	11/21/23	sewer locates	11/30/23	\$8.75	\$8.75	300-300-5202110	Legal/Attorney Services	\$1,000.00	\$1,000.00
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824								
reimb Nov '23	11/21/23	reimb for rackspace email purchase	11/30/23	\$140.46	\$140.46	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,036.12

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
45		11/27/23	park camera's	11/30/23	\$1,471.25	\$1,471.25	135-000-5404950	Park Improvements	\$28,013.00	\$28,013.00	
	reimb Nov '23	11/21/23	reimb for rackspace email purchase	11/30/23	\$140.42	\$140.42	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,570.30	
	reimb Nov '23	11/21/23	reimb for rackspace email purchase	11/30/23	\$140.42	\$140.42	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$30,802.07	
							\$1,892.55 ✓				
48	OTEC, PO Box 226, Baker City, OR, 97814	11/27/23	city hall	11/30/23	\$37.00	\$37.00	100-110-5202540	Electricity	\$1,000.00	\$723.31	
		Nov '23	11/27/23	park path	11/30/23	\$95.46	\$95.46	100-130-5202540	Electricity	\$2,000.00	\$1,617.76
		Nov '23	11/27/23	transfer station	11/30/23	\$51.84	\$51.84	100-150-5202540	Electricity	\$800.00	\$591.11
		Nov '23	11/27/23	pumphouse	11/30/23	\$887.92	\$887.92	100-150-5202540	Electricity	\$800.00	\$591.11
		Nov '23	11/27/23	city well	11/30/23	\$1,361.58	\$1,361.58	200-200-5202540	Electricity	\$32,000.00	\$21,491.27
		Nov '23	11/27/23	public works shop	11/30/23	\$94.26	\$94.26	200-200-5202540	Electricity	\$32,000.00	\$21,491.27
		Nov '23	11/27/23	public works shop	11/30/23	\$129.67	\$129.67	200-200-5202540	Electricity	\$32,000.00	\$21,491.27
		Nov '23	11/27/23	city well	11/30/23	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$21,491.27
		Nov '23	11/27/23	city hall	11/30/23	\$37.01	\$37.01	200-200-5202540	Electricity	\$32,000.00	\$21,491.27
		Nov '23	11/27/23	lift station	11/30/23	\$62.78	\$62.78	300-300-5202540	Electricity	\$38,000.00	\$23,330.05
		Nov '23	11/27/23	treatment plant	11/30/23	\$1,430.87	\$1,430.87	300-300-5202540	Electricity	\$38,000.00	\$23,330.05
		Nov '23	11/27/23	city hall	11/30/23	\$37.01	\$37.01	300-300-5202540	Electricity	\$38,000.00	\$23,330.05
		Nov '23	11/27/23	dearborn lights	11/30/23	\$63.83	\$63.83	500-500-5202540	Electricity	\$27,500.00	\$18,738.27
		Nov '23	11/27/23	street lights	11/30/23	\$2,134.78	\$2,134.78	500-500-5202540	Electricity	\$27,500.00	\$18,738.27
		Nov '23	11/27/23	library	11/30/23	\$154.56	\$154.56	600-600-5202540	Electricity	\$3,250.00	\$2,695.20
		Nov '23	11/27/23	ranger station-389	11/30/23	\$51.17	\$51.17	800-800-5202540	Electricity	\$2,000.00	\$1,615.09
		Nov '23	11/27/23	ranger station-343	11/30/23	\$36.42	\$36.42	800-800-5202540	Electricity	\$2,000.00	\$1,615.09
							\$6,911.16 ✓				
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	11/27/23	supplies	11/30/23	\$42.99	\$42.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,036.12	
		35733930	11/27/23	supplies	11/30/23	\$75.23	\$75.23	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,570.30
		35733930	11/27/23	copy paper	11/30/23	\$10.40	\$10.40	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,570.30
		35736942	11/27/23	supplies	11/30/23	\$75.23	\$75.23	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$30,802.07
		35733930	11/27/23	copy paper	11/30/23	\$10.39	\$10.39	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$30,802.07
		35736942	11/27/23	supplies	11/30/23	\$7.16	\$7.16	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,589.60
		35733930	11/27/23	supplies	11/30/23	\$7.16	\$7.16	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$34.06
		35733930	11/27/23	supplies	11/30/23	\$7.16	\$7.16	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$11,930.20
							\$235.72 ✓				
498	Steevens, Michelle, 1260 N Second, Union, OR, 97883	11/27/23	reimb for sewer estimate that was never made	11/30/23	\$50.00	\$50.00	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$30,802.07	
		reimb				\$50.00 ✓					
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644	11/20/23	volunteer insurance	11/30/23	\$4.68	\$4.68	700-710-5102128	Benefits	\$7,055.00	\$5,283.13	
		Dec '23	11/20/23	volunteer insurance	11/30/23	\$4.70	\$4.70	700-720-5102128	Benefits	\$6,305.00	\$4,632.03
		Dec '23									

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Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
439	The Automation Group, 4678 Isabelle Street, Eugene, OR, 97402	W13702	11/21/23	treatment plant system programming	11/30/23	\$477.00	\$9.38 / 	300-300-5202190	Contract Services	\$7,000.00	\$6,446.42
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596						\$477.00 / 				
Nov 2023	11/27/23 mobile internet				11/30/23	\$17.85	\$17.85	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,414.65
Nov 2023	11/27/23 mobile internet				11/30/23	\$17.85	\$17.85	300-300-5203800	IT/Computer/Software	\$8,500.00	\$4,018.96
Nov 2023	11/27/23 mobile internet				11/30/23	\$8.92	\$8.92	700-720-5203800	IT/Computer/Software	\$1,000.00	\$742.49
50	Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693						\$44.62 / 				
396563	11/27/23 billing/postage				11/30/23	\$265.18	\$265.18	200-200-5202640	Postage/Shipping	\$3,500.00	\$2,085.48
396563	11/27/23 billing/postage				11/30/23	\$265.18	\$265.18	300-300-5202640	Postage/Shipping	\$3,500.00	\$2,016.19
396563	11/27/23 billing/postage				11/30/23	\$66.29	\$66.29	700-710-5202640	Postage/Shipping	\$500.00	\$307.24
396563	11/27/23 billing/postage				11/30/23	\$66.29	\$66.29	700-720-5202640	Postage/Shipping	\$750.00	\$544.72
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	T010972	11/20/23	water testing	11/30/23	\$53.00	\$662.94 / 	200-200-5202270	Water Testing	\$4,000.00	\$3,608.00
69	USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004	INV00192515	11/27/23	treatment plant supplies	11/30/23	\$451.96	\$53.00 / 	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$30,802.07
3	Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521						\$451.96 / 				
Nov '23	11/21/23 city well				11/30/23	\$168.69	\$168.69	200-200-5202570	Telephone/Cell	\$5,500.00	\$3,746.46
Nov '23	11/21/23 treatment plant				11/30/23	\$167.03	\$167.03	300-300-5202570	Telephone/Cell	\$3,000.00	\$1,926.07
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416						\$335.72 / 				
Nov '23	city hall 11/21/23 internet				11/30/23	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$8,000.00	\$3,531.25
Nov '23	public work 11/20/23 phone/internet				11/30/23	\$187.09	\$187.09	200-200-5202570	Telephone/Cell	\$5,500.00	\$3,746.46
Nov '23	city hall 11/21/23 internet				11/30/23	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,414.65
Nov '23	Treatment 11/27/23 phone/internet				11/30/23	\$70.03	\$70.03	300-300-5202570	Telephone/Cell	\$3,000.00	\$1,926.07
Nov '23	city hall 11/21/23 internet				11/30/23	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$8,500.00	\$4,018.96
Nov '23	city hall 11/21/23 internet				11/30/23	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,044.46
Nov '23	city hall 11/21/23 internet				11/30/23	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$500.00	\$266.81
Nov '23	city hall 11/21/23 internet				11/30/23	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$1,000.00	\$742.49
Nov '23	public work 11/20/23 internet				11/30/23	\$50.00	\$50.00	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,546.58
72	Zoll Medical, PO Box 27028, New York, NY, 10087						\$527.12 / 				

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		3851248	11/20/23	medic 9 monitor/battery/maint and recertification	11/30/23	\$1,262.00	\$1,262.00	700-720-5202880	Equipment Repair/Maint	\$4,000.00	\$3,966.25



\$1,262.00
\$173,224.60

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 _____ day of _____, 20____.

Council Member



Council Member



City Administrator



CASH SUMMARY COMPARED TO BUDGET (Expenses) November 2023

Department	2023-2024 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 532,682.00	\$ 15,879.84	\$ 92,921.87	\$ 439,760.13	17.4%
Building Maintenance Rsv	\$ 467,210.00	\$ 44,398.17	\$ 111,050.79	\$ 356,159.21	23.8%
Vehicle/Equip Rsv	\$ 153,800.00		\$ 11,707.55	\$ 142,092.45	7.6%
Public Safety	\$ 94,920.00	\$ 1,871.67	\$ 34,559.49	\$ 60,360.51	36.4%
Emergency Event	\$ 547,650.00		\$ -	\$ 547,650.00	0.0%
Parks Department	\$ 44,251.00	\$ 1,833.14	\$ 10,537.06	\$ 33,713.94	23.8%
Park Rsv	\$ 29,013.00	\$ 1,471.25	\$ 1,471.25	\$ 27,541.75	5.1%
Special Tree Fund	\$ 12,930.00		\$ -	\$ 12,930.00	0.0%
Court	\$ 2,975.00	\$ 367.28	\$ 782.28	\$ 2,192.72	26.3%
Recycling	\$ 900.00	\$ 51.84	\$ 260.73	\$ 639.27	29.0%
Planning	\$ 26,363.00	\$ 1,214.00	\$ 8,555.47	\$ 17,807.53	32.5%
Total General Fund	\$ 1,912,694.00	\$67,087.19	\$271,846.49	\$ 1,640,847.51	14.2%
WATER FUND					
Water Department	\$ 870,275.00	\$ 22,940.28	\$ 140,969.08	\$ 729,305.92	16.2%
Water Rsv	\$ 1,862,500.00	\$ 117,900.90	\$ 272,837.11	\$ 1,589,662.89	14.6%
Total Water Fund	\$ 2,732,775.00	\$ 140,841.18	\$413,806.19	\$ 2,318,968.81	15.1%
SEWER FUND					
Sewer Department	\$ 823,300.00	\$ 29,953.43	\$ 162,820.16	\$ 660,479.84	19.8%
Sewer Rsv	\$ 554,750.00	\$ 15,793.40	\$ 299,757.26	\$ 254,992.74	54.0%
Sewer Debt	\$ 377,833.00		\$ 58,743.88	\$ 319,089.12	15.5%
Total Sewer Fund	\$ 1,755,883.00	\$ 45,746.83	\$521,321.30	\$ 1,234,561.70	29.7%
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	\$ 8,084.75	\$ 54,147.29	\$ 282,852.71	16.1%
Street Rsv	\$ 606,867.00	\$ 15,591.60	\$ 15,591.60	\$ 591,275.40	2.6%
Bike/Ped Path	\$ 77,962.00	\$ -	\$ -	\$ 77,962.00	0.0%
Total Street Fund	\$ 1,021,829.00	\$ 23,676.35	\$69,738.89	\$ 952,090.11	6.8%
LIBRARY FUND					
Library Department	\$ 237,250.00	\$ 8,255.57	\$ 50,298.01	\$ 186,951.99	21.2%
Total Library Fund	\$ 237,250.00	\$ 8,255.57	\$50,298.01	\$ 186,951.99	21.2%

EMERGENCY SERVICES FUND

Unappropriated Funds	\$ 36,446.00		\$ -		
Fire Department	\$ 140,552.00	\$ 8,901.80	\$ 42,070.41	\$ 98,481.59	29.9%
Ambulance Department	\$ 174,252.00	\$ 5,831.21	\$ 60,878.08	\$ 113,373.92	34.9%
EMS Vehicle/Equip Rsv	\$ 271,293.00	\$ 17,832.00	\$ 17,832.00	\$ 253,461.00	6.6%
Total EMS Fund	\$ 586,097.00	\$ 32,565.01	\$120,780.49	\$ 465,316.51	20.6%

RANGER STATION FUND

Ranger Station	\$ 88,450.00	\$ 2,482.62	\$ 20,106.95	\$ 68,343.05	22.7%
Total Ranger Station	\$ 88,450.00	\$ 2,482.62	\$20,106.95	\$ 68,343.05	22.7%

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	\$320,654.75	\$1,467,898.32	\$ 7,002,558.68	17.3%
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CASH SUMMARY COMPARED TO BUDGET (Revenues)**November 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	\$ 140,014.80	\$ 143,687.13	\$ 26,312.87	84.5%
Delinquent Taxes	\$ 6,000.00	\$ 1,443.26	\$ 3,624.66	\$ 2,375.34	60.4%
Interest	\$ 1,500.00		\$ 721.37	\$ 778.63	48.1%
Franchise Fees	\$ 100,000.00		\$ 47,037.66	\$ 52,962.34	47.0%
Oregon Liquor Revenue	\$ 36,000.00	\$ 4,148.90	\$ 17,596.33	\$ 18,403.67	48.9%
Cigarette Tax	\$ 1,200.00	\$ 111.67	\$ 805.28	\$ 394.72	67.1%
Oregon Shared Revenue	\$ 23,500.00	\$ 6,323.26	\$ 12,291.50	\$ 11,208.50	52.3%
Transient Lodging Tax	\$ 1,500.00		\$ 2,072.79	\$ (572.79)	138.2%
Liquor License Fees	\$ 175.00		\$ 90.00	\$ 85.00	51.4%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 2,500.00	\$ 650.00	\$ 2,310.00	\$ 190.00	92.4%
Burn Permits	\$ 1,200.00	\$ 20.00	\$ 190.00	\$ 1,010.00	15.8%
Court Fines	\$ 750.00	\$ 250.00	\$ 250.00	\$ 500.00	33.3%
City Surplus Sales	\$ 1,000.00		\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 7.50	\$ 7,841.51	\$ 2,158.49	78.4%
COVID Funds	\$ -	\$ -	\$ -	\$ -	
Transfers From Other Funds	\$ 325,420.00	\$ -	\$ -	\$ 325,420.00	0.0%
Total General Fund	\$ 1,918,338.00	\$ 152,969.39	\$238,518.23	\$ 1,679,819.77	12.4%
WATER FUND					
Cash on Hand	\$ 812,075.00	\$ -		\$ 812,075.00	0.0%
Interest	\$ 1,500.00		\$ 1,073.08	\$ 426.92	71.5%
Water Bills	\$ 510,000.00	\$ 40,242.00	\$ 244,430.90	\$ 265,569.10	47.9%
Set-up Fees	\$ 1,200.00	\$ 150.00	\$ 475.00	\$ 725.00	39.6%
Installation Fees	\$ 5,000.00	\$ 1,630.00	\$ 3,310.00	\$ 1,690.00	66.2%
CDBG Grant	\$ 1,250,000.00		\$ 266,180.00	\$ 983,820.00	21.3%
Transfers In	\$ 150,000.00		\$ -	\$ 150,000.00	0.0%
Misc Revenue	\$ 3,000.00	\$ 140.00	\$ 592.07	\$ 2,407.93	19.7%
Total Water Fund	\$ 2,732,775.00	\$ 42,162.00	\$ 516,061.05	\$ 2,216,713.95	18.9%
SEWER FUND					
Cash on Hand	\$ 742,583.00	\$ -		\$ 742,583.00	0.0%
Interest	\$ 1,500.00		\$ 1,073.08	\$ 426.92	71.5%
Sewer Bills	\$ 620,000.00	\$ 53,060.37	\$ 267,357.31	\$ 352,642.69	43.1%
Set-up Fees	\$ 1,000.00	\$ 150.00	\$ 475.00	\$ 525.00	47.5%
Septic Fees	\$ 100.00		\$ 50.00	\$ 50.00	50.0%
Installation Fees	\$ 3,500.00	\$ 1,400.00	\$ 2,900.00	\$ 600.00	82.9%
Billed Labs	\$ 2,500.00	\$ 55.00	\$ 275.00	\$ 2,225.00	11.0%
Transfers In	\$ 383,500.00		\$ -	\$ 383,500.00	0.0%

Misc Revenue	\$ 1,200.00	\$ 140.00	\$ 502.09	\$ 697.91	41.8%
Total Sewer Fund	\$ 1,755,883.00	\$ 54,805.37	\$272,632.48	\$ 1,483,250.52	15.5%

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	\$ 13,264.28	\$ 69,905.46	\$ 90,094.54	43.7%
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	\$ 13,264.28	\$ 72,155.46	\$ 949,673.54	7.1%

LIBRARY FUND

Cash on Hand	\$ 110,500.00	\$ -		\$ 110,500.00	0.0%
Taxes Levied	\$ 120,000.00	\$ 94,440.10	\$ 98,833.51	\$ 21,166.49	82.4%
Grant Funds	\$ 1,750.00		\$ -	\$ 1,750.00	0.0%
Misc Revenue	\$ 5,000.00	\$ 119.83	\$ 440.96	\$ 4,559.04	8.8%
Total Library Fund	\$ 237,250.00	\$ 94,559.93	\$ 99,274.47	\$ 137,975.53	41.8%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 358,543.00	\$ -		\$ 358,543.00	0.0%
Interest	\$ 750.00		\$ 536.55	\$ 213.45	71.5%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,735.66	\$ 53,522.81	\$ 71,477.19	42.8%
Ambulance Svc Fees	\$ 65,000.00	\$ 4,763.01	\$ 43,605.36	\$ 21,394.64	67.1%
Burn Permits	\$ 1,250.00	\$ 20.00	\$ 190.00	\$ 1,060.00	15.2%
Transfers In	\$ 70,000.00		\$ -	\$ 70,000.00	0.0%
Misc Income	\$ 1,000.00	\$ 963.60	\$ 3,441.62	\$ (2,441.62)	344.2%
Grant Funds	\$ 1,000.00		\$ 16,000.00	\$ (15,000.00)	1600.0%
Total EMS Fund	\$ 622,543.00	\$ 16,482.27	\$ 101,296.34	\$ 521,246.66	16.3%

RANGER STATION FUND

Cash on Hand	\$ 16,100.00	\$ -		\$ 16,100.00	0.0%
Interest	\$ 250.00		\$ 178.74	\$ 71.26	71.5%
Rent	\$ 35,000.00		\$ 15,110.14	\$ 19,889.86	43.2%
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	\$ -	\$ 15,338.88	\$ 73,111.12	17.3%

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	\$ 374,243.24	\$1,315,276.91	\$ 7,197,270.09	15.5%

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

December 5, 2023

TO: Roberta Vanderwall, Interim City Administrator
FROM: Laura Dodds, Office Manager

SUBJECT: Office Manager Staff Report – November 2023

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$374,243.24**
- ❖ Total expenditures for the month: **\$320,654.75**
- ❖ A total of **\$102,351.18** was billed out in utility bills for the month
- ❖ We delivered 34 delinquent notices on January 5th. Delinquent accounts will be shut off if no attempt is made to pay or payment arrangements made by January 12th. Shut off date will be January 12th. Amount billed for delinquent notices **\$680.00**. Once shut off, account must be paid in full for services to be restored.
- ❖ Total amount billed for late fees assessed **\$1357.50**
- ❖ Airbnb Revenue for November, 2023, before cleaning and management fees: **\$1852.80**
- ❖ 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 October.



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Dec 11 2023
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report November 2023](#)

November Monthly Report 2023

	Statistics	
	This Year	Last Year
Patron Count	732	604
Circulation Count:	953	737
Adult	529	308
Children	424	429
Audios	93	51
Videos	148	81
Music CD's	0	1
Materials Added	40	23
Materials Discarded		0
Reference Questions	15	37
Programs for Patrons	11	6
Participants	118	70
Computer Usage	1266570	353689
New Patrons	1	7
ILL Requests	254	182
Out of City Limit Usage		
Notary	4	1

Events and Additions:

3 days holiday

Lite Bright maker space

12 movie giveaway packs

Head start came over for a custom read

Ms. Walden's 4th grade class came over for a custom read

This is the last month in 2023 that we are hosting Art Center East's group

2 adult craft nights

1 after school craft night

1 after school puzzle night

Storytime every Tuesday

Did a display for Native American Heritage Month



Memorandum

Subject: Ordinance Officer Monthly Report
Meeting: City Council - Dec 11 2023
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

ATTACHED:
[Ordinance Officer Monthly Report November 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
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November 2023

To:

Susan Hawkins-City Mayor
Roberta Vanderwall-City Administrator (Interim)
City Council Members

From:

Dianna Arena-Ordinance Officer

Complaints:

1- 2 properties off Arch with excessive amounts of highly invasive kochia weed. Property owners were contacted by letter/or phone call-Neither have taken care of the issue yet...will send a second letter/call.

1-Concern regarding too many animals on a property off Bryan St. Contacted the property owner and received an animal count-Was figured into the city animal calculator and found that they are within the ordinance rules.

1-Call came into city hall with a concern regarding a large fire burning at a property on Beakman St. Looked up address, but no burn permit was found. Ticket was issued/permit has been purchased.

1-Received a concern about a broken-down vehicle on an unhitched trailer that had been left in the city park area. Watched trailer for a few days-no movement; a red tag was put onto the window of the vehicle with a "will tow in 24 hours"-Trailer with the vehicle was gone in the morning.

1-Concern came forth regarding property off Hickory St., and an excessive amount of tumbleweed (Russian Thistle) continually blowing into neighboring properties. A letter has just recently been sent to the property address. Will check back with them in proper amount of time.

1-Complaint regarding a broken-down vehicle left in the right of way off 2nd St. Vehicle was observed and then red tagged for a tow. Vehicle was moved.

1-Phone call on noise complaint. Resident contacted with an education letter.

1-Regarding an "abandoned" vehicle on N. 5th. Went out to check on the vehicle, it was gone.

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Home to the Buffalo Peak Golf Course

Letters Sent:

6 R.O.W. Issues-4 compliances, 1 no comply/1 will be finished this weekend.

1 Trailer Inhabitation ??- 1 no one staying in

1 Excessive accumulation of trash. 1 Complied. Garbage has been removed.

1 Placed a note (to please move!) on windshield of vehicle parked longer than the allowed 24hours off E. Center. Will follow up on.



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Dec 11 2023
Prepared For: Mayor and Members of Council
Staff Contact: Roberta Vanderwall, Administrator

ATTACHED:

[Sheriffs Monthly Report November 2023](#)

[Sheriffs Hours November 2023](#)

[Sheriffs Yearly Hours 2023](#)

Union Activities –November 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	127
Vacation/Sick Hours taken	40
Total Hours	147
CRIMINAL CITATIONS	1
TRAFFIC CITATIONS	0
WARNINGS	1
ARRESTS	0
CALLS FOR SERVICE	23
FI'S	18
WALK-INS	0
REPORTS	2
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
 Deputy assisted Union Fire on a call
 Received a report of careless driving, UTL
 Deputy assisted on a lift assist
 Responded for a Domestic Disturbance, parties counseled
 Report taken for UEMV and Theft I
 Responded for a stolen bicycle from the elementary school
 One juvenile counseled after a disturbance
 Options given for telephonic harassment
 Deputy assisted Union Ambulance
 Received a request for a Welfare Check, individual located and was fine
 Assisted for a non-injury Traffic Crash
 One person located for a welfare check, code 4
 Deputy conducted a death notification
 Received a report of drug paraphernalia, UTL
 Information taken for Suspicious Circumstances call
 One juvenile cited for MIP
 Deputy assisted Union Ambulance
 One juvenile counseled regarding a disturbance
 Deputy responded to 4 calls regarding Juvenile issues
 Information taken for a lost gun
 Animal found and returned to owner
 Deputy responded for an Assault

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1							2								7		9.00
2							4								2		6.00
3																	0.00
4																	0.00
5																	0.00
6															8		8.00
7							4.5								8		12.50
8															8		8.00
9											1.5				7		8.50
10																	0.00
11																	0.00
12																	0.00
13															10		10.00
14															10		10.00
15															7		7.00
16															5		5.00
17																	0.00
18																	0.00
19																	0.00
20																	0.00
21																	0.00
22															6		6.00
23															4		4.00
24																	0.00
25																	0.00
26																	0.00
27															10		10.00
28															8		8.00
29															10		10.00
30															5		5.00
31																	0.00
Pub Total	0.00	0.00	0.00	0.00	0.00	0.00	10.50	0.00	0.00	0.00	1.50	0.00	0.00	0.00	115.00	0.00	127.00
Total Hrs	127.00	November															

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	0.00	9.00	
2	8.00	0.00	0.00	12.00	10.00	10.00	0.00	8.00	0.00	8.00	6.00	
3	8.00	0.00	0.00	6.00	10.00	10.00	10.00	6.00	0.00	11.25	0.00	
4	7.00	0.00	0.00	8.00	0.00	0.00	10.00	0.00	10.00	10.00	0.00	
5	0.00	8.00	0.00	7.00	0.00	0.00	10.00	1.50	10.00	0.00	0.00	
6	0.00	9.00	10.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	8.00	
7	0.00	10.00	10.00	0.00	10.00	0.00	7.00	6.00	8.00	0.00	12.50	
8	10.00	6.00	10.00	0.00	9.50	11.00	0.00	0.00	8.00	1.00	8.00	
9	11.50	0.00	0.00	11.50	9.00	21.00	5.50	0.00	0.00	8.00	8.50	
10	8.00	0.00	0.00	8.00	11.50	22.75	17.00	5.00	1.00	12.50	0.00	
11	7.00	0.00	0.00	13.00	0.00	10.50	10.00	1.00	8.00	7.00	0.00	
12	0.00	10.00	0.00	8.00	0.00	1.00	6.00	0.00	10.00	6.00	0.00	
13	0.00	8.00	10.00	0.00	0.00	0.00	6.00	0.00	9.00	0.00	10.00	
14	0.00	6.00	10.00	0.00	0.00	0.50	0.00	6.00	6.00	0.00	10.00	
15	10.00	7.00	10.00	0.00	0.00	10.00	0.00	4.50	0.00	0.00	7.00	
16	9.00	0.00	0.00	9.00	0.00	8.00	0.00	6.00	0.00	10.00	5.00	
17	9.00	0.00	0.00	8.00	0.00	0.00	10.00	6.00	0.00	8.00	0.00	
18	6.00	0.00	0.00	8.00	0.00	0.00	9.00	0.00	9.00	7.00	0.00	
19	0.00	8.00	7.00	6.00	0.00	10.00	8.00	0.00	7.00	6.00	0.00	
20	0.00	13.50	8.00	0.00	0.00	10.00	6.00	1.00	12.00	0.00	0.00	
21	0.00	8.00	7.00	0.00	0.00	10.00	0.00	8.00	7.00	1.00	0.00	
22	0.00	8.00	13.50	0.00	10.00	10.00	0.00	5.00	4.00	2.50	6.00	
23	7.00	0.00	0.00	8.00	13.00	0.00	0.00	9.00	5.00	10.00	4.00	
24	10.00	0.00	0.00	8.00	9.00	0.00	7.00	7.00	0.00	6.00	0.00	
25	10.00	0.00	0.00	7.00	0.00	0.00	7.50	1.50	8.00	6.00	0.00	
26	0.00	10.00	9.00	8.00	0.00	9.00	9.00	0.00	0.00	10.00	0.00	
27	0.00	8.50	10.00	0.00	0.00	9.50	7.00	0.00	10.00	1.50	10.00	
28	0.00	10.00	8.00	0.00	8.00	10.00	0.00	9.00	6.00	9.00	8.00	
29	10.00	0.00	9.00	0.00	8.50	7.00	0.00	8.00	0.00	3.00	10.00	
30	10.00	0.00	0.00	4.00	9.00	0.00	0.00	6.00	0.000	10.00	5.00	
31	7.00	0.00	0.00	0.00	8.00	0.00	10.00	6.00	0.00	9.00	0.00	
Total	147.5	138.5	138.50	139.50	134.50	180.3	155.00	118.50	148.0	162.75	127.00	

	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	(1.50)	28.00	42.75	7.00	(120.00)



Memorandum

Subject: Animal Officer Monthly Report
Meeting: City Council - Dec 11 2023
Prepared For: Mayor and Members of Council
Staff Contact: Roberta Vanderwall, Administrator

ATTACHED:

[Animal Officer Monthly Report November 2023](#)

[Animal Officer Yearly Hours 2023](#)

Union Animal Enforcement Hours—November 2023

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

HOURS: 9.5

Calls for Service: 7

Dog at large: 4

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

Dog Bites: 0

Barking Dog:

Citations: 0
Warnings: 0
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
AEO found a dog at large, transported to the Animal Shelter
Report of a dog at large near Sinclair, AEO attempted to locate. UTL
Citation issued for Dog in livestock and owner also warned for dogs at large
Report of possible Animal Abuse, AEO conducted a welfare check, dogs were fine
Report of a chicken killed by dogs, dog owner contacted possible citation to follow
Report of a found dog, owner located and will come pick up the dog

AE 2022	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1												
2												
3	2.75									2		
4	1					6.5						
5	3						3					
6	1											
7		2.5										
8		7						0.5				
9							1				3	
10												
11							2					
12											0.5	
13											1	
14									1		4	
15					1			1.5	3			
16					1.5						0.5	
17							1	1				
18					1							
19								1				
20											0.5	
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	2	9.5	0



Memorandum

Subject: Admin Monthly Report
Meeting: City Council - Dec 11 2023
Prepared For: Mayor and Members of Council
Staff Contact: Roberta Vanderwall, Administrator

ATTACHED:

[Admin Monthly Report November 2023](#)

City Administrator's Monthly Report for November 2023

- Attended Council Work Sessions and meetings.
- Researched information for the public hearing notice for EMS/Fire Department merger, contacted Elections office regarding ballot. Drafted notice and referred it to Paige Sully for review and comments. Talked with Casey, Fire Chief
- Held Staff meeting.
- Held a zoom meeting with Nathan Painter/Razan Abdin from Aptegy. They will contact the new administrator to review their programs/system.
- Continue and complete Sam Registration.
- Reviewed budget regarding funding for park cameras.
- Met with Mayor Susan and reviewed information regarding applicants for CA position and status.
- Worked on Falk request for a Lot Line Adjustment.
- Work on Staff Report.
- Worked with Sara Haynes regarding CDBG Grant application.
- TW Shawna re extra hours.
- Held a couple zoom meetings with Celeste Tate.
- T/w Heather regarding the wastewater treatment plant and needed upgrades.
- T/w Phillip (IT) regarding cameras in the park, passwords for everyone and putting the IT work out to bid.
- Completed Ryan Huston Conditional Permit Staff report.
- Sent Toni Burton information regarding planning.
- Work with Dave Haefer regarding a Lot line Adjustment.
- Meet with Paige to begin preparation of the Kennon Appeal
- Drafted Resolution for EMS.
- Contacted Charlie @ motel to discuss the rv area and his project. He decided to wait to discuss when the new administrator is on.
- Held Zoom meeting with Mayor and Celeste Tate to discuss contract and any necessary changes which we are waiting for attorney to correct discrepancies in termination clause.
- T/w Sheriff Bowen regarding updating the LE contract.
- Work on Council meeting information.
- Reviewed Vouchers.
- Met with Doug Manning to discuss the new livability ordinance.

Respectfully,

Roberta Vanderwall
Interim City Administrator



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Dec 11 2023
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report November 2023](#)

City of Union Council Report for November 2023

Public Works Department

Water: The reservoir was inspected, and the crew will be returning to clean it soon. This is done every 3 years. Pulled monthly samples, hung shutoff notices, and performed monthly water meter reads plus misc. board work.

Sewer: Sewer tap installed on North 10th and West Bryan. Installed more exterior metal on the new screw screen building. Started draining down the effluent pond and draining the effluent force mainline.

Streets: Ordered new rear tires for the backhoe and they should be getting installed this week. Installed snowplow and sander on the small dump truck. Currently working with the county to have chipseal work done this summer which would include 3 blocks of gravel roads on South 4th Street getting 3 lifts of chipseal and possibly doing some 1 lift overlay to about 10 blocks of road surface depending on how the numbers work out.

Ranger Station: Installed a water meter on the middle unit and a door lock on the South Garage. Cabinets have been installed on the middle unit along with some of the trim work. We are still waiting for the electrician to come do his final electrical work then it will be HVAC followed by the plumbers.

Misc: The city park and ranger station have been mowed and the Christmas lights have been put out along with light on the poles along Main Street. The trench work for the cameras in the rear of the park has been completed.

City of Union Public Works Lead

Paul Phillips December 5th, 2023



Memorandum

Subject: November 2023
Meeting: City Council - Dec 11 2023
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:
[Wastewater Report November 2023](#)

Wastewater Report November 2023

Drying Beds & Sludge removal – Currently 1 of 4 drying beds are occupied. Drying Bed 4 has Digester sludge.

Regular Maintenance

- Laboratory equipment
- Chemical pump maintenance, Chlorine, and Calcium Pumps
- Blower Services and Maintenance
- RBC Maintenance
- SBC: Grease
- Oregon Street Lift Station
- Effluent pump greased and shut down for winter.

Effluent - Effluent discharge is going to Catherine Creek with an average of 125,000 gall a day.

- Daily Golf course checks on the pond, lowering level for winter.

Projects / Future

Work with TAG to budget for PLC upgrade, updated alarm system and radio equipment.

Other

- Lift Station pump Ordered New pump
- Water Leak checks. Lots of Meter turn ons and turn offs.
- Influent wet well level indicator (The Probe) has been replaced and reprogrammed.
- Monitoring Catherine Creek for flows and temperatures, discharging to creek November 1st 2023.
- Additional labs now that we are discharging to Catherine Creek due to the new DEQ NPDES Permit.
- Influent Screen Building,
- Christmas Light in the Park and Main Street light thru town
- TAG was on site for a day and a half. Programmed the probe for our influent wet well pumping, wired and programmed the alarms for the new influent screen. Looked into our alarm issues (communication failures and calls with No alarms attached to them) and is unable to fix due to old equipment and replacement parts no longer available, chemical pump issues he cannot correct since the old programmer never put the programs in.