



City of Union

Agenda

City Council Meeting

Monday, November 13, 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:	
2.1. EOU Board of Trustees Community Reception Invitation - Pdf	4 - 5
2.2. 2023 Grande Ronde Model Watershed State of the Science Meeting - Pdf	6 - 8
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. Update On Hiring Process LGPS - Pdf	9 - 10
3.2. Fire/EMS Update	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Acting In Capacity Memorandum - Pdf	11 - 12
4.2. Agreement for Dog Control Services October 2023 - Pdf	13 - 16
4.3. E. Chestnut Street Improvements - Change Order #2 Change Order #2 - Pdf	17 - 20
4.4. E. Chestnut Street Improvements - Payment #2 (Final) Payment #2 - Pdf	21 - 25
4.5. Headworks Screen Improvements Completion Certificate - Pdf	26 - 29
4.6. Headworks Screen Improvements Substantial Completion - Pdf	30 - 32
4.7. Park Camera Estimates #37 & #38 - O'Reilly Enterprises, Inc. Estimates - Pdf	33 - 38

5.	CONSENT AGENDA:	
5.1.	Business/Special Meeting Minutes	
	• October 2, 2023	39 - 40
	Council Special Meeting - Oct 02 2023 - Minutes - Pdf	
	• October 9, 2023	41 - 43
	City Council - Oct 09 2023 - Minutes - Pdf	
5.2.	Work Session Minutes	
	• October 9, 2023	44 - 46
	Council Work Session - Oct 09 2023 - Minutes - Pdf	
	• October 23, 2023	47 - 49
	Council Work Session - Oct 23 2023 - Minutes - Pdf	
5.3.	Information Reports	
	• Office Manager Report	50 - 71
	October 2023 - Pdf	
	• Library Monthly Report	72 - 73
	October 2023 - Pdf	
	• Ordinance Officer Monthly Report	74 - 75
	October 2023 - Pdf	
	• Fire/EMS Monthly Report	76 - 77
	October 2023 - Pdf	
	• Sheriff's Monthly Report	78 - 82
	October 2023 - Pdf	
	• Animal Officer Monthly Report	83 - 85
	October 2023 - Pdf	
6.	CITY COUNCIL WORKING COMMITTEE UPDATES:	
7.	CITY ADMINISTRATOR / PUBLIC WORKS REPORT:	
7.1.	Admin Monthly Report	86 - 87
	October 2023 - Pdf	
7.2.	Public Works Monthly Report	88 - 94
	October 2023 - Pdf	
	Annual Water Use Report 2022-2023 - Pdf	
	Service Order List	
7.3.	Wastewater Monthly Report	95 - 96
	October 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. November 27, 2023 @ 6:00pm - Work Session
- 9.2. December 11, 2023 @ 6:00pm - Work Session
- 9.3. December 11, 2023 @ 7:00pm - Business Meeting

10. **ADJOURNMENT:**

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

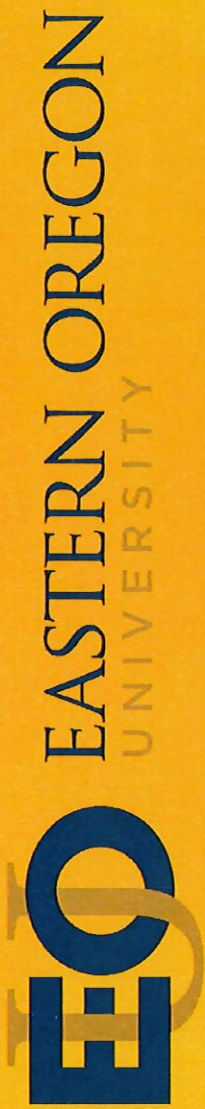


Memorandum

Subject: EOU Board of Trustees Community Reception
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Roberta Vanderwall, Administrator

ATTACHED:

[EOU Board of Trustees Community Reception](#)



You are cordially invited to the Board of Trustees Community Reception.

As a valued partner, you have been a part of our success,

We would like to thank you!

*EOU Hoke Student Union Building
2nd Floor Community Room*

November 15, 2023

5:30 – 6:45 p.m.



Hors d'oeuvres, refreshments and a hosted bar will be provided.



Memorandum

Subject: 2023 Grande Ronde Model Watershed
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Roberta Vanderwall, Administrator

ATTACHED:

[Grande Ronde Model Watershed 2023 Grande Ronde Basin - State of the Science Meeting 11-16-23](#)



2023 Grande Ronde Basin - State of the Science Meeting

Eastern Oregon University, Hoke Union Building, Community Room

November 16th, 2023

8:30am – 5:00pm

Remote Option:

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/272515261>

You can also dial in using your phone.

Access Code: 272-515-261

United States: [+1 \(646\) 749-3122](tel:+16467493122)

8:00am – Coffee, fruit and pastries

8:30am – Welcome and Review of the Agenda

8:40am – Union and Wallowa County Implementation Team Project Updates

- CTUIR, NPT, ODFW, NPT, TU, USFS, USWCD (15 minutes each)

10:30am – Break

The following presentations will have 5-10 minutes for Q&A directly following each presentation

10:50am - *Morphology-driven interactions at the surface-groundwater interface: potential for thermal refuge* – Andy Tanmer, University of Idaho

11:30am - *Comparing pre- and post-restoration hyporheic exchange and its effect on stream temperature* – Daniele Tonina, University of Idaho

12:10pm – Lunch (EOU cafeteria is a convenient option)

1:30pm – *ODFW fish passage guidelines for instream habitat restoration* – Mac Barr, ODFW

2:10pm - *Dispersal patterns of juvenile spring Chinook Salmon in relation to riverscape conditions and spawner origin in Catherine Creek (project overview and update* – Kayla Kelly, Oregon State

2:30pm - Break

2:45pm - Overview of habitat and snorkel survey data in the upper Grande Ronde from 2021 and 2022 using CRITFC's Tributary Habitat Assessment Protocol – Casey Justice, CRITFC

3:25pm - Overview of a reproductive success evaluation study, which compared reproductive success of hatchery-origin and natural-origin spring Chinook spawning in Lookingglass Creek from 2008-2016 – Hayley Nuetzel, CRITFC

4:00pm – Effects of floodplain restoration on hydrologic attenuation: Connecting theory and practice in the Upper Grande Ronde – Erich Hester, Virginia Tech

4:15pm - Planning, implementing, and evaluating valley bottom restoration projects: lessons from Stage 0 restoration – Phil Roni/Kai Ross, Cramer Fish Sciences

4:45pm – Meadow Creek integrated restoration and research plan, TBD

5:00pm - Adjourn



Memorandum

Subject: Update On Hiring Process
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:
[LGPS](#)

Job Number:
Description:
Detailed Description:
Department
Revenue GL Account:
Job Type:
Customer Name:
Customer Type:
Customer Number:
Category:
Contract expiration:

2280084

Union Executive Recruitment

Executive Recruitment for the City of Union

LGPS

228-25-2540-42395

LGPS

City of Union

Government

21151

LGPS Reg

Project

Authorized By:
Billing Period:

Project Budget: \$
Total Costs:
Budget Remaining: \$

Stacey Marple

Jul - Sep 2023

10,000.00

4,513.00

5,487.00

Summary for Job 2280084 Union Executive Recruitment

Type	Units	Amount	Task	Employee
Labor	29.00	\$ 4,263.00		
Direct Charges		250.00		
Total Costs		<u>\$ 4,513.00</u>		
Labor Hours Detail by Task:				
Union Executive Recruitment		29.00		
<i>Cobb, Kim</i>				12.00
<i>Marple, Stacey</i>				17.00
Total Labor Hours		<u>29.00</u>		<u>29.00</u>
Detail of Direct Charges:				
Job Posting (OACP)		\$ 250.00		



Memorandum

Subject: Acting In Capacity
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:
[Acting in Capacity Memorandum](#)

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

November 9, 2023

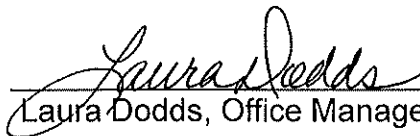
TO: City Council
Susan Hawkins, Mayor

FROM: Laura Dodds Office Manager
Paul Phillips Public Works Lead

SUBJECT: "Acting In Capacity"

As per our Union Labor Contract: An employee who voluntarily accepts or is assigned the job duties of a higher classification shall be compensated.

Per conversation with Mayor Hawkins, we discussed a monthly bonus for Krista Griffiths, as she has taken on many duties that are primarily the duties of a city planner and city administrator. Mayor Hawkins agreed that she should be compensated for acting in capacity in addition to her regular job duties.



Laura Dodds, Office Manager

11-9-2023

Date



Memorandum

Subject: Agreement for Dog Control Services
Meeting: City Council - Nov 13 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



Memorandum

Subject: E. Chestnut Street Improvements - Change Order #2
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Roberta Vanderwall, Administrator

ATTACHED:

[E. Chestnut Street Improvements - Change Order #2](#)

Good Morning Roberta,

As Dave indicated, I have a couple documents to wrap up the Chestnut Street Paving job that took place mostly in 2022. When we concluded construction in 2022 there was a small portion of the project remaining which was an overlay from Cove Street to the Livestock Show grounds. At the time it was too cold to get a thin lift of asphalt to set up well so we delayed that portion of the project to 2023 when Rogers Asphalt could get back out and complete the project.

The work was completed in August but it took a bit of time to get quantities and get a pay app signed by our contractor. Attached are the final Application for Payment and a Change Order. This change order serves as a final quantity adjustment to account for the materials actually used on the site compared to the quantities estimated for use on site. When you get an opportunity please review these documents, sign, and return them to me. After we get these processed I will complete the final paperwork to completely close out this project.

If you have any questions or need any clarification, please feel free to reach out and I will be happy to help find an answer.

Thank you,
Grant



ENGINEERING • SURVEYING • NATURAL RESOURCES • CULTURAL RESOURCES • GIS

CHANGE ORDER

Change Order No.: 2

Date of Issuance: September 8, 2023
 Owner: City of Union, Oregon
 Contractor: Hamptons Inc., dba Rogers Asphalt Paving
 Engineer: Anderson Perry & Associates, Inc.
 Project: E. Chestnut Street Improvements - 2022

The Contract is modified as follows upon execution of this Change Order:

Description of Changes (Supplemental description, Plans and Specifications attached, as applicable)		DECREASE in Contract Price	INCREASE in Contract Price
1.1	Final quantities adjustment - Bid Items 5, 6, 9, A1, and A2.	(\$24,384.71)	
Subtotal		(\$24,384.71)	\$0.00
Net Change in Contract Price for this Change Order		(\$24,384.71)	

JUSTIFICATION:

- 1.1 Final adjustment for quantities actually required for completion of the project from the estimated values provided on the bid sheet.

The amount of the Contract will be Decreased (~~Increased~~) (~~Unchanged~~) for this Change Order by the sum of:

(\$24,384.71)

Total Contract Price prior to this Change Order:

\$230,431.00

The Contract Price Incorporating this Change Order:

\$206,046.29

Contract Times prior to this Change Order:

Date of Substantial Completion:

May 15, 2023

Date Ready for Final Payment:

June 14, 2023

The Contract period provided for Substantial Completion will be (~~Increased~~) (~~Decreased~~) Unchanged.

days

Revised Date of Substantial Completion:

Revised Date Ready for Final Payment:

RECOMMENDED:

By: SAW. Beck
Engineer (if required)

Title: ENGINEERING TECHNICIAN

Date: 9/8/23

ACCEPTED:

By: Roberta Vandermall
Owner (Authorized Signature)

Title: City Administrator

Date: 11-7-2023

ACCEPTED:

By: Ken Smith
Contractor (Authorized Signature)

Title: Vice President

Date: Oct. 13, 2023



Memorandum

Subject: E. Chestnut Street Improvements - Payment #2 (Final)
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Roberta Vanderwall, Administrator

ATTACHED:

[E. Chestnut Street Improvements - Payment NO. 2 Final](#)

CONTRACTOR'S APPLICATION FOR PAYMENT NO. 2 - FINAL

To Owner: City of Union, Oregon

From Contractor: Hamptons Inc. dba Rogers Asphalt Paving

Project: E. Chestnut Street Improvements - 2022

Application Period: November 3, 2022 through August 11, 2023

Application Date: August 11, 2023

Date of Substantial Completion		Date Ready for Final Payment	
Original:	<u>October 31, 2022</u>	Original:	<u>November 30, 2022</u>
Revised:	<u>May 15, 2023</u>	Revised:	<u>June 14, 2023</u>
On Schedule:	Yes No <input checked="" type="checkbox"/> XX	On Schedule:	Yes No <input checked="" type="checkbox"/> XX

Change Order Summary		
Approved Change Orders		
Number	Additions	Deductions
1		(\$2,409.00)
2		(\$24,384.71)
TOTALS	\$0.00	(\$26,793.71)
NET CHANGE BY CHANGE ORDERS	(\$26,793.71)	

Current Contract Price

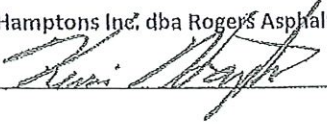
1. Original Contract Price	\$	232,840.00
2. Net Change by Change Orders		(\$26,793.71)
3. Current Contract Price (1 plus 2)	\$	206,046.29

Application For Payment

1. Total Work Completed and Stored to Date (see attached)	\$	206,046.29
2. Retainage Withheld (5%)	\$	(10,302.31)
3. Retainage Paid	\$	10,302.31
4. Liquidated Damages Withheld		
5. Less Previous Applications for Payments	\$	(194,895.06)
6. AMOUNT DUE THIS APPLICATION	\$	11,151.23

Contractor's Certification:

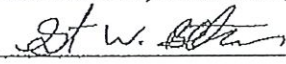
The undersigned Contractor certifies that (1) all previous progress payments received from Owner on account of Work done under the Contract referred to above have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials, and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Lien, security interest, or encumbrance); (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective; (4) Record Drawings and required job photos are up-to-date, accurate, and complete for Work performed; and (5) certified payroll forms are current and account for all applicable personnel.

Dated: 10/13/23Contractor: Hamptons Inc, dba Rogers Asphalt PavingBy: 

The "Amount Due this Application" is shown on page 1.

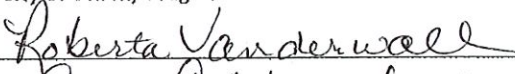
Recommended by Engineer

Anderson Perry & Associates, Inc.

Dated: 9/8/23By: 

Approved by Owner

City of Union, Oregon

Dated: 11-7-2023By: 
Title: City Administrator

CONTRACTOR'S APPLICATION FOR PAYMENT NO. 2 - FINAL
CITY OF UNION, OREGON
E. CHESTNUT STREET IMPROVEMENTS - 2022

Page 3 of 4

Bld Item No.	Description	BID PRICES			PREVIOUS		THIS PERIOD (Calculated)		TOTAL TO DATE (Basis of Payment)	
		Qty.	Unit	Unit Price	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Mobilization/Demobilization (not to exceed 7% of Total Base Bid Price)	1	LS	\$14,933	66.5%	\$9,933.00	33.5%	\$5,002.56	100%	\$14,933.00
2	Temporary Protection and Direction of Traffic/Project Safety	1	LS	\$1,100.00	100%	\$1,100.00	0%	\$0.00	100%	\$1,100.00
3	Erosion and Sediment Control	1	LS	\$630.00	100%	\$630.00	0%	\$0.00	100%	\$630.00
4	Earthwork	1	LS	\$36,705.00	100%	\$36,705.00	0%	\$0.00	100%	\$36,705.00
5	Base Rock	1,800	Ton	\$45.50	1,547.38	\$70,405.79	0	\$0.00	1,547.38	\$70,405.79
6	Level 2, 1/2-Inch Asphalt Concrete Pavement Mixture	575	Ton	\$146.80	478.51	\$70,245.27	0	\$0.00	478.51	\$70,245.27
7	Adjust Valve Box to Grade	4	Each	\$872.00	4	\$3,488.00	0	\$0.00	4	\$3,488.00
8	Adjust Manhole to Grade	3	Each	\$1,225.00	3	\$3,675.00	0	\$0.00	3	\$3,675.00
9	Street Monument Box	2	Each	\$1,122.00	1	\$1,122.00	0	\$0.00	1	\$1,122.00
Additive Alternative A										
A1	Base Rock	10	Ton	\$45.50	0	\$0.00	14.47	\$658.39	14.47	\$658.39
A2	Level 2, 3/8-Inch Asphalt Concrete Pavement Mixture	20	Ton	\$165.00	0	\$0.00	33.29	\$5,492.85	33.29	\$5,492.85
Total Bid Items									\$208,455.29	

9/15/21 0:13:00 \\s01\c01\2022\05 Chestnut Street Improvements\Payment for Egress\MP2a.xls

CONTRACTOR'S APPLICATION FOR PAYMENT NO. 2 - FINAL CITY OF UNION, OREGON E. CHESTNUT STREET IMPROVEMENTS - 2022						
Page 4 of 4						
Change Orders:	PREVIOUS		THIS PERIOD		TOTAL TO DATE	
	Qty.	Amount	Qty.	Amount	Qty.	Amount
1.1 Add bioswale at southeast corner of Bellwood and Chestnut Streets. Excavate approximately 300 square feet of roadside shoulder area to a depth of approximately 3 feet and fill with ballast rock to new asphalt finish grade.	0%	\$0.00	100%	\$2,426.00	100%	\$2,426.00
1.2 Remove concrete collar around utility risers from construction.	0%	\$0.00	100%	(\$4,835.00)	100%	(\$4,835.00)
1.3 Add 195 days to Contract Time.	0%	\$0.00	0%	\$0.00	0%	\$0.00
Total All Change Orders		\$ 0.00	\$ (2,409.00)		\$ (2,409.00)	
Materials Stored to Date:						
Total Materials Stored to Date					\$	0.00
TOTAL WORK COMPLETED AND MATERIALS STORED TO DATE					\$	206,046.29
Percent of Contract Price Completed to Date 100.00%						



Memorandum

Subject: Headworks Screen Improvements
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Headworks Screen Improvements - Completion Certificate](#)

CONTRACTOR'S COMPLETION CERTIFICATE

Michael A. Becker General Contractor, Inc., hereby certifies that the Contract known as City of Union, Oregon - **Headworks Screen Improvements - 2022** has been completed in accordance with all requirements of the Project Contract Documents and is ready for final payment. The Contractor further states that information contained in the Record Drawings and Operation and Maintenance Manual is complete, accurate, and properly describes equipment, materials, and system installed as a part of the Work. The Contractor further states that all information required by the Contract Documents has been submitted to the Engineer. The Contractor also certifies that all title and lien issues have been resolved and that full title to all Work, materials, and equipment has passed to the Owner free and clear of any liens or other title defects, or will so pass upon final payment, including materialmen and mechanics liens.



Contractor (Authorized Signature)

Lavar Bowles

(Name)

Project Manager

(Title)

October 12, 2023

(Date)

(All items below the dotted line shall be completed by the Engineer.)

Review by Engineer:

- ☒ The Work appears to be complete and a final inspection is scheduled for October 12, 2023, at 8:00 a.m.
- ☐ The Work was found not to be complete. The Contractor shall complete the necessary Work and resubmit a new "Contractor's Completion Certificate."

By:



Engineer (Authorized Signature)

Bill Ledbetter

(Name)

Construction Administrator

(Title)

October 12, 2023

(Date)

Instructions: This form shall be completed by the Contractor when all Work is complete and the Project is ready for final payment.

10/9/2023

G:\Clients\Union\Wastewater\482-60 Headworks Screen Imps\Specs\Executed Contract Forms\Contractors Completion Certificate-Executed.doc

NOTICE OF ACCEPTABILITY OF WORK

Owner:	City of Union, Oregon
Contractor:	Michael A. Becker General Contractor, Inc.
Engineer:	Anderson Perry & Associates, Inc.
Project:	Headworks Screen Improvements - 2022

October 12, 2023

Date Project is Ready for Final Payment

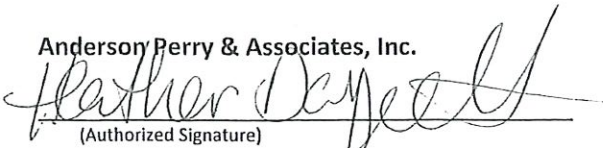
The Engineer hereby gives notice to the above Owner and Contractor that Engineer has recommended final payment of Contractor subject to the provisions of 15.07 of the General Conditions, and, to the best knowledge and belief of the Engineer, the Work furnished and performed by Contractor under the above Construction Contract is acceptable, expressly subject to the provisions of the related Contract Documents, the Agreement between Owner and Engineer for Professional Services dated April 16, 2012, and the following terms and conditions of this Notice:

CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK

The Notice of Acceptability of Work ("Notice") is expressly made subject to the following terms and conditions to which all those who receive said Notice and rely thereon agree:

1. This Notice is given with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the Engineer's professional opinion.
3. This Notice is given as to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's work) under Engineer's Agreement with Owner, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Agreement.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract, an acceptance of Work that is not in accordance with the related Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Construction Contract Documents, or to otherwise comply with the Construction Contract Documents or the terms of any special guarantees specified therein.
6. This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner's reservations of rights with respect to completion and final payment.

Anderson Perry & Associates, Inc.


(Authorized Signature)

By:

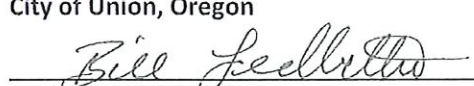

(Name)

Title: Public Works Director

Date: October 12, 2023

The Owner hereby accepts the Work on the above-referenced Project and concurs the Project is ready for final payment.

City of Union, Oregon


(Authorized Signature)

By:

Bill Ledbetter
(Name)

Title: Construction Administrator

Date: October 12, 2023

cc: Contractor



Memorandum

Subject: Headworks Screen Improvements
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Headworks Screen Improvements - Substantial Completion](#)

CONTRACTOR'S NOTICE OF SUBSTANTIAL COMPLETION

Michael A. Becker General Contractor, Inc., hereby notifies the Engineer that construction Work on the Project City of Union, Oregon - Headworks Screen Improvements - 2022 has been substantially completed in accordance with all requirements of the Project Contract Documents. The Contractor also verifies that Operation and Maintenance Manuals and Record Drawings, as required by the Contract, have been submitted to the Engineer, and all system components have been properly installed, serviced, and lubricated where appropriate, and checked and tested for proper operation, all as recommended by the product manufacturer and as required by the Contract Documents. The Contractor further states that proper training has been given to the Owner's designated representative as to proper operation and service of the Project system and components.

The Contractor requests the Engineer issue a Certificate of Substantial Completion. The attached draft punch list prepared by the Contractor lists items that need to be completed or corrected.

By: 
(Authorized Signature)

Lavar Bowles
(Name)

Project Manager
(Title)

October 9, 2023
(Date)

(All items below the dotted line shall be completed by the Engineer.)

Review by Engineer:

☒ An inspection is scheduled for October 11, 2023, at 10:00 a.m., to determine the status of completion.

☐ Construction Work was found not to be substantially complete. The Contractor shall complete the necessary Work and resubmit a new "Contractor's Notice of Substantial Completion."

By: 
(Authorized Signature)

Bill Ledbetter
(Name)

Construction Administrator
(Title)

October 9, 2023
(Date)



CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: City of Union, Oregon
 Contractor: Michael A. Becker General Contractor, Inc.
 Engineer: Anderson Perry & Associates, Inc.
 Project: Headworks Screen Improvements - 2022

This Certificate of Substantial Completion applies to:

☒ All Work

☐ The following specified portions of the Work:

October 11, 2023

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows:

Amendments to Owner's responsibilities:

☒ None

☐ As follows

Amendments to

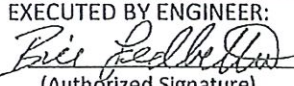
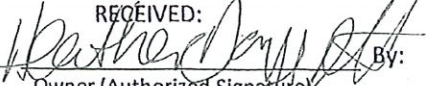
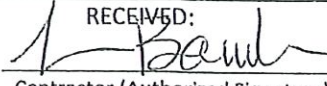
Contractor's responsibilities:

☒ None

☐ As follows:

The following documents are attached to and made a part of this Certificate:

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

<p>EXECUTED BY ENGINEER:</p> <p>By: <u></u> (Authorized Signature)</p> <p>Title: <u>Construction Administrator</u></p> <p>Date: <u>October 11, 2023</u></p>	<p>RECEIVED:</p> <p>By: <u></u> Owner (Authorized Signature)</p> <p>Title: <u>Public Works Director</u></p> <p>Date: <u>October 11, 2023</u></p>	<p>RECEIVED:</p> <p>By: <u></u> Contractor (Authorized Signature)</p> <p>Title: <u>Project Manager</u></p> <p>Date: <u>October 11, 2023</u></p>
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Memorandum

Subject: Park Camera Estimates - O'Reilly Enterprises, Inc. #37 & #38
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Roberta Vanderwall, Administrator

ATTACHED:

[O'Reilly Enterprises Estimate for Park Cameras](#)

O'Reilly Enterprises, Inc
 PO Box 248
 Cove, OR 97824

Estimate

Name/Address
City of Union PO Box 529 342 S. Main St. Union, OR 97883

Date	Estimate No.	Project
05/17/23	37	

Item	Description	Quantity	Cost	Total
Equipment	IPB5C40X Bullet Camera	7	195.50	1,368.50T
Sales	Positions 1 - 3 and 5 - 8			
Equipment	IPT528AIX Turrent Camera	1	234.00	234.00T
Sales	Position 4 Under Pavillion			
Equipment	NR16XP2 16-Channel NVR with POE Injectors and 8	1	882.30	882.30T
Sales	GB storage			
Equipment	TR-JB07-D-IN Mounts for Bullet Cameras	7	34.00	238.00T
Sales				
Equipment	TR-JB03-G-IN Mounts for Turrent Cameras	1	13.00	13.00T
Sales				
Equipment	TR-A01-IN Waterproof Grommets	8	5.00	40.00T
Sales				
Equipment	CAT6A Direct Bury Cable	750	0.36	270.00T
Sales				
Equipment	TR-UP06-IN Pole Mount Brackets	3	22.75	68.25T
Sales				
Equipment	Terminating Connectors for Harsh Conditions	30	1.875	56.25T
Sales				
Equipment	Conduit for Poles	40	1.365	54.60T
Sales				
Equipment	Junction boxes and connectors	1	60.00	60.00T
Sales				
Computer	Installation	30	80.00	2,400.00T
	Sales Tax		0.00%	0.00
			Total	\$5,684.90



O'Reilly Enterprises, Inc
 PO Box 248
 Cove, OR 97824

Estimate

Name/Address
City of Union
PO Box 529
342 S. Main St.
Union, OR 97883

Date	Estimate No.	Project
06/15/23	38	

Item	Description	Quantity	Cost	Total
Equipment	IPB5C40X Bullet Camera	1	195.50	195.50T
Sales	Position 9 on Pavilion by War Memorial facing West			
Equipment	TR-JB07-D-IN Mounts for Bullet Cameras	1	34.00	34.00T
Sales				
Equipment	TR-A01-IN Waterproof Grommets	1	5.00	5.00T
Sales				
Equipment	Conduit for Poles	20	1.365	27.30T
Sales				
Computer	Installation	1.5	80.00	120.00T
	Sales Tax		0.00%	0.00
			Total	\$381.80

Regarding Cameras:

I have updated the map from the original one that I sent Doug Wiggins. This one represents changes that Doug suggested to the location of cameras. Also, I cannot remember if I sent you the quote on the optional camera for the Gazebo / Pavilion. It is attached as well.

The trench that was put in this summer was for the internet connection. The attached map shows the trenches that need to be dug in black with white lettering. The longer trench is from the mower shed to the light pole on the bike path. (Positions 6 - 8) A second trench goes to the light pole next to the tennis courts (Positions 2 - 5) and a little offshoot from that trench to the covered picnic area.

We talked about using radios to transmit signals from the bike path, but I do not see any feasible way to house the requisite equipment for that option. We would need an electrical box that is at least 24" x 24" x 8" deep, and there is no place to house that without creating an eyesore.

Regarding Router

The existing router has been in service for longer than I have been consulting for the city in 2013. It has exceeded its life expectancy and may continue to perform without a glitch. However, if it goes down unexpectedly, it will require 5 business days at least to get the problem corrected. That means no alarms, no remote access, and, I suspect, no phone calls when something goes down. (I say "I suspect" because I am unsure how Jon Russell programmed those.)

Replacing the router now is simply a risk mitigation measure.

Let me know if you have any other questions.





MINUTES

Council Special Meeting

Meeting

7:00 PM - Monday, October 2, 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 October 2, 2023, at 6:04 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, and Jay Blackburn

EXCUSED: John Farmer and Councilor John Black

2. ADJOURN TO EXECUTIVE SESSION

a) Notice of Special Meeting - Executive Session

The City of Union City Council will hold an Executive Session on October 2, 2023 at 6:00 PM at City Hall, Leonard Almquist Chambers, 342 S. Main St., Union, OR 97883. The session will be to consider applications 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

a) The special meeting reconvened at 7:02 p.m.

Councilor Blackburn said that a lot of input from the public and staff was considered in this process.

Tim Cox made a motion to offer the city administrator position to Holly Kerns. Councilor Jay Blackburn seconded the motion. Carried unanimously.

- b) Tim Cox made a motion to offer Ignacio Palacios the city administrator position in the event a contract cannot be negotiated with Holly Kerns. Councilor Jay Blackburn seconded the motion. Carried unanimously.

4. **ADJOURNMENT**

This meeting adjourned at 7:07 p.m.

Mayor

City Administrator



MINUTES

City Council Meeting

7:00 PM - Monday, October 9, 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 October 9, 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: Susan Hawkins, Tim Cox, Anita Boyer-Davis, John Black, and Jay Blackburn

EXCUSED: John Farmer and Councilor Dick Middleton

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

Mayor Hawkins and Council review letters from the community members. Councilor Cox said please call the police on people speeding around town. My father was almost hit by an SUV.

Public Comment: Sara Hartley said my concern is with the contract with Sheriff's department. I went to the town hall the other day. I am not impressed with what he said. I would like the city council to look into reinstituting their own police force. I think it would also be good to look into a private security for this city. People are not happy with the way things are in town right now. If things do not improve, I may close my doors. That is my comment.

Elisa Lind 319 W. Elm Street said there are three additional trailers now, there are still a lot of vehicles and trash. We are here to make our community better. Something needs to be done about the issue we live with it daily.

Jack Lind 319 W. Elm Street said it is really the same thing. I spoke to the ordinance officer; she basically told me she will not go talk to these people. There is a blacked-out motor home over on the corner of Fir and Second. There is another one in the same area. I don't think fire fighters would go in there if there was a fire. Mayor Hawkins said I have been talking to the state fire marshal and he said there is nothing he can do. Councilor Blackburn asked about the health department. Everyone discussed trailer parks in city limits. Council discussed getting city ordinances strengthened and submitting complaint forms.

3. OLD BUSINESS:

4. NEW BUSINESS:

- a) City Administrator Position Update

ICA Vanderwall said we have offered the position to Holly Kerns, and I will be meeting her tomorrow to discuss the conditional offer.

- b) Agreement for Dog Control Services

Mayor Hawkins said we can review this now and discuss. Council decided to ask more questions about the contract and look at it in November.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. September 11, 2023

5.1.2. September 29, 2023

5.2. WORK SESSION MINUTES

5.2.1. September 11, 2023

5.2.2. September 25, 2023

5.3. INFORMATION REPORTS

5.3.1. Office Manager Monthly 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-1-2023

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

- b) Public Works Monthly Report

Mayor Hawkins asked about 2 work orders that don't look like they were

completed. Councilor Cox explained that is on back order. ICA Vanderwall said she will follow up.

- c) Wastewater Monthly Report

ICA Vanderwall said they are getting things done out there.

8. PUBLIC COMMENT

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) Council Work Session - October 23, 2023 @ 6:00pm

Fire/EMS budget and fees
Animal Control Contract
Police

Council discussed getting a different officer for the policing of Union. Mayor Hawkins explained the history of the contract with the sheriff's department. Council discussed the draft contract and different details to look at.

- b) Council Work Session - November 13, 2023 @ 6:00pm
- c) Council Meeting - November 13, 2023 @ 7:00pm

10. ADJOURNMENT:

This meeting adjourned at 7:39 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, October 9, 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 October 9, 2023, at 6:02 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 John Black, and Councilor Jay Blackburn

EXCUSED: John Farmer and Councilor Dick Middleton

2. PRESENTATIONS:

a) Sheriff's Report

Deputy Johnson explained an investigation process on child abuse or neglect. There were 29 calls for service this last month. We also get lots of calls on harassment. I had trainings last month in ethics, anti-bias, and crisis training. We have a couple of juvenile repeat offenders. One was taken into custody last month. I have arrested this juvenile before, and we have a pattern of behavior now. Mayor Hawkins and Deputy Johnson discussed the juvenile issues.

Deputy Johnson said there are a few changes in the way we charge on opioid possessions. I think we have gotten one of our tools back finally. It is only on fentanyl. Council and Deputy Johnson discuss how this works with measure 110. Deputy Johnson said we will have a training on this soon. There was a search warrant and arrest in Union as well. I still do my best to help fire and EMS when I can. I do have other open investigations as well.

Councilor Boyer-Davis and Deputy Johnson discussed sharing more information on what kind of drugs are being seized so the public can understand what is going on in our community. Deputy Johnson explained where he has been doing extra patrol on traffic complaints. Councilor Blackburn and Deputy Johnson discussed how important it is to have an officer from this area, patrolling this area.

b) Fire/EMS Discussion - Fire Chief Casey George

Casey George said this is a list of stuff that needs to be done or fixed. He explained vehicle services and the associated costs. He also discussed getting pumps and hoses tested yearly and the cost of it. Pam Forrest said the monitor has never been serviced and it will be going to get serviced soon. Casey said our turnout gear needs to be replaced every ten years and we need some new ones really soon. We are working to get more grants to help with these costs.

Casey said we had some of our packs fail. We need 10 to cover what is on the trucks. Mayor Hawkins and Casey discussed the service cost along with the cost of replacements. Casey said we have 18 bottles to feed the pack, we sent them off to get tested and six failed. Council and Casey discussed the costs associated with the bottles and why they are needed.

Council and Casey discussed the fire and EMS budget with the city and that there isn't enough money for running the departments. Council, Casey, and Pam discuss current equipment, when it may need to be replaced, and maintenance/service plans. Casey and Pam discussed the gurney maintenance and service. Then they discussed gear they would really like to get and why it is important for them to have the equipment.

Everyone discussed the extrication tools and batteries, the bottles, and costs associated with all of them. Then they discussed the need for extra hose to have as stock for back up. Mayor Hawkins said I wanted Casey to bring this information to us so we can raise the rate to cover the costs and build reserves for services and purchases. Pam discussed extra training she has been looking into as well. Everyone discussed training and its costs and the list of needs for the fire/EMS departments.

3. UPCOMING BUSINESS DISCUSSIONS:

- a) Agreement for Law Enforcement Services

Mayor Hawkins asked Council to review this.

- b) Agreement for Dog Control Services

Mayor Hawkins asked Council to review this.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 7:04 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, October 23, 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 October 23, 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, and Councilor John Black

EXCUSED: John Farmer and Councilor Jay Blackburn

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

a) Update on Contract for New City Administrator

Mayor Hawkins said tomorrow morning we are meeting with Holly. Holly had some questions about the contract so we consulted with the attorney and got some answers. We will probably have to have a special meeting to approve the contract. Council agreed to tentatively scheduled the special meeting for November 1, 2023 at 6:00 p.m.

b) Fire/EMS Discussion

Council discussed items budgeted for and items that were not budgeted for in the fire/EMS budget. They made a list and associated costs with each item on the list. They also discussed the items that the fire department really wants to have. They discussed the budget line for equipment and how much is left in it.

Council discussed the need for more information on the actual budget and

other details to start the process on a possible increase on the fee for fire/EMS. They also discussed what grants could be available to help with purchasing new equipment. Council discussed making an equipment fund that would be available to purchase more equipment. They continued to discuss inspections and what line item in the budget is for that.

Council needs more information on what is spent specifically on maintenance and inspections. Council is trying to figure out what is needed every year before an increase on the fee is decided on. They discussed the many factors that need to be considered when reviewing the fire/EMS budget. Council discussed the Wildhorse grant and if it has to be used on something specific.

Council discussed that projected revenues are at \$125,000 from the fee for fire/EMS. They discussed that the remaining money would provide until the next fiscal year without buying any extra gear. Also, they discussed amending the fee to allow for more purchases. Everyone discussed the possibility of a flat fee of \$25.00 per month fee for fire/EMS. They continued to discuss different options for the future increases. Council also discussed finding out more information about grants. Councilor Middleton said no matter what you do the citizens get the shaft because whether the merger happens or not the citizens will pay.

Council discussed the reasons why this budget needed to be reviewed. They also discussed how complicated the current system is. Council discussed making sure the citizens are made aware of the information before changes are made.

c) Fire/EMS Election Options

Mayor Hawkins asked if the council wants to put this back on the ballot and try again. The next election is in May. Council discussed making sure the information is provided for the citizens. They also discussed doing temporary increases from a base rate to help fund the fire/EMS. Council discussed the needs and wants of the fire/EMS departments and balancing costs until the merger can be voted on again.

Council discussed adding items to their next meetings coming in November. Councilor Middleton asked about the complaints from citizens. Council discussed the complaints around town and consequences of public complaints. Council discussed how to deal with getting structures condemned.

Interim City Administrator Vanderwall said I followed up on the two unfinished service orders and they have been taken care of both were about fire hydrants. Councilor Middleton asked about another fire hydrant in town. Interim City Administrator Vanderwall said she would look into that.

7. ADJOURNMENT:

This meeting adjourned at 7:19 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Adjustments October 2023](#)
[AP's October 2023](#)
[Expenses October 2023](#)
[Office Manager Report-Master](#)
[Revenues October 2023](#)

Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment
10/2/2023	Canavan, Quinn	115410011	credit	\$ (88.46)	leak adjustment
10/2/2023	Bear, Charles	116080029	credit	\$ (20.00)	remove late notice fee/payment made prior to delivery
10/3/2023	Torrance, Daniel	101310024	credit	\$ (147.27)	leak adjustment
10/3/2023	Taggart, Michelle	116350109	credit	\$ (674.06)	leak adjustment
10/5/2023	multiple	3 accounts	debit	\$ 105.00	delinquent account shut offs
10/10/2023	Kiesel, Ronald	107230013	debit	\$ 16.00	shut off
10/10/2023	Smith, Connie	111510020	debit	\$ 16.00	shut off
10/10/2023	Wentz, Roz	116200055	debit	\$ 16.00	shut off
10/10/2023	McBride, Jennifer	101500032	debit	\$ 50.00	new account set up fees
10/10/2023	Seale, Trisha	104160023	credit	\$ (10.00)	water services credit/city used water for street work
10/10/2023	Bangs, Rita	113490015	credit	\$ (24.38)	credit on closed account/to correct closing date
10/10/2023	Union Hotel	105360036	debit	\$ 145.29	hotel sewer charges
10/19/2023	Lee, Kimberly	108940057	debit	\$ 16.00	shut off fee
10/19/2023	Austin, Michael	116960090	debit	\$ 50.00	new account set up fees
10/31/2023	Boling, Wayne	163240005	debit	\$ 16.00	turn off fee
10/31/2023	Williams, Becky	115580011	debit	\$ 16.00	turn off fee
10/31/2023	Waugaman, Kari	111300036	credit	\$ (35.00)	remove late fee/admin fee - she did not receive billing
10/31/2023	Lindley, Layne	115320020	credit	\$ (53.16)	remove charges for dates that customer had moved out
10/31/2023	Stevens, Derek	117240037	credit	\$ (20.00)	remove late notice fee/payment made prior to delivery
10/31/2023	multiple	55 accounts	debit	\$ 1,100.00	delinquent account notices

Sign R. Vanderwall Date 10-31-2023

Council Approval Report (Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
488	Arena, Dianna, 506 N Dewey St, Union, OR, 97883	reimb Oct '23	10/09/23	supplies for interview open house	10/13/23	\$21.95	\$21.95	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,021.34
		reimb Oct '23	10/09/23	supplies for interview open house	10/13/23	\$21.96	\$21.96	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,725.62
		reimb Oct '23	10/09/23	supplies for interview open house	10/13/23	\$21.96	\$21.96	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
									<u>\$65.87</u>	JB JB	
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	Oct '23	10/11/23	city hall	10/13/23	\$20.32	\$20.32	100-110-5202501	Heat	\$1,300.00	\$1,282.66
		Oct '23	10/11/23	city hall	10/13/23	\$20.33	\$20.33	200-200-5202501	Heat	\$7,500.00	\$7,482.66
		Oct '23	10/11/23	city hall	10/13/23	\$20.33	\$20.33	300-300-5202501	Heat	\$4,000.00	\$3,805.03
		Oct '23	10/11/23	treatment plant	10/13/23	\$17.34	\$17.34	300-300-5202501	Heat	\$4,000.00	\$3,805.03
		Oct '23	10/11/23	treatment plant	10/13/23	\$47.32	\$47.32	300-300-5202501	Heat	\$4,000.00	\$3,805.03
		Oct '23	10/11/23	library	10/13/23	\$43.68	\$43.68	600-600-5202501	Heat	\$2,500.00	\$2,447.98
		Oct '23	10/11/23	ranger station	10/13/23	\$55.70	\$55.70	800-800-5202501	Heat	\$3,000.00	\$2,902.35
		Oct '23	10/11/23	ranger station	10/13/23	\$10.71	\$10.71	800-800-5202501	Heat	\$3,000.00	\$2,902.35
							<u>\$235.73</u>	JB JB			
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	80138640	10/09/23	meter service program	10/13/23	\$29.37	\$29.37	200-200-5203800	IT/Computer/Software	\$7,500.00	\$6,269.61
		80138640	10/09/23	meter service program	10/13/23	\$29.37	\$29.37	300-300-5203800	IT/Computer/Software	\$8,500.00	\$6,743.63
							<u>\$58.74</u>	JB JB			
486	Blue Mountain Community College, Atten: Business Office A/R, 2411 NW Carden Ave, Pendleton, OR, 97883	Oct '23 EMT Class	10/09/23	EMT Basic Class/Stephanie Lynch	10/13/23	\$1,425.39	\$1,425.39	700-720-5202010	Travel/Training	\$7,000.00	\$7,000.00
		Oct '23 EMT Class	10/09/23	EMT Advanced Class/Don George	10/13/23	\$765.32	\$765.32	700-720-5202010	Travel/Training	\$7,000.00	\$7,000.00
							<u>\$2,190.71</u>	JB JB			
74	Bound Tree, 23537 Network Place, Chicago, IL, 60673	85087174	10/05/23	ambulance supplies	10/13/23	\$237.99	\$237.99	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$12,838.91
									<u>\$237.99</u>	JB JB	
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	Oct '23	10/09/23	phone	10/13/23	\$23.23	\$23.23	200-200-5202570	Telephone/Cell	\$5,500.00	\$4,286.24
		Oct '23	10/09/23	phone	10/13/23	\$29.09	\$29.09	200-200-5202570	Telephone/Cell	\$5,500.00	\$4,286.24
		Oct '23	10/09/23	internet	10/13/23	\$30.29	\$30.29	200-200-5203800	IT/Computer/Software	\$7,500.00	\$6,269.61
		Oct '23	10/09/23	phone	10/13/23	\$23.23	\$23.23	500-500-5202570	Telephone/Cell	\$650.00	\$560.54
		Oct '23	10/09/23	internet	10/13/23	\$30.30	\$30.30	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,302.78
		Oct '23	10/09/23	phone	10/13/23	\$69.35	\$69.35	600-600-5202570	Telephone/Cell	\$1,200.00	\$898.94
		Oct '23	10/09/23	internet	10/13/23	\$86.19	\$86.19	600-600-5203800	IT/Computer/Software	\$3,500.00	\$2,862.23
									<u>\$291.68</u>	JB JB	
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	23-009	10/09/23	Sept '23 airbnb management services	10/13/23	\$1,566.42	\$1,566.42	800-800-5202190	Contract Services	\$24,000.00	\$21,555.66



Council Approval Report (Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
402	Davenport, Chelsea, PO Box 946, Union, OR, 97883	Oct '23 reimb	10/09/23	airbnb supplies/reimb	10/13/23	\$112.20	\$1,566.42	JB JB	Supplies (Janitorial & Op	\$3,000.00	\$1,924.43
			10/05/23	airbnb supplies	10/13/23	\$50.26	\$50.26	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,924.43
		9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	contract services	10/13/23	\$35.89	\$162.46	JB JB	Contract Services	\$7,500.00	\$6,542.18
					10/13/23	\$8.98	\$8.98	100-110-5202190	Postage/Shipping	\$150.00	\$135.06
					10/13/23	\$26.90	\$26.90	100-120-5202640	Contract Services	\$1,000.00	\$970.06
					10/13/23	\$53.83	\$53.83	100-160-5202190	Contract Services	\$5,000.00	\$3,709.96
					10/13/23	\$53.83	\$53.83	200-200-5202190	Contract Services	\$7,000.00	\$6,609.96
166	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601	9768123 9769198	10/10/23	propane tank rent	10/13/23	\$50.00	\$179.43	JB JB	Supplies (Janitorial & Op	\$37,500.00	\$33,725.62
			10/09/23	heat/propane	10/13/23	\$231.08	\$231.08	200-200-5202181	Heat	\$7,500.00	\$7,482.66
			10/05/23	CDBG	10/13/23	\$603.00	\$603.00	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,110,358.12
323	Fenn's Towing & Repair, PO Box 2708, La Grande, OR, 97850	5557	10/09/23	medic 9/batteries/service	10/13/23	\$728.27	\$603.00	JB JB	Vehicle Maintenance	\$2,500.00	\$1,779.64
			10/05/23	ranger station supplies	10/13/23	\$20.00	\$728.27	JB JB	Supplies (Janitorial & Op	\$6,000.00	\$4,021.34
167	IDEXX Distribution Inc, PO Box 101327, Atlanta, GA, 30392	3137719030	10/09/23	treatment plant supplies/creek thermometers	10/13/23	\$531.67	\$303.45	JB JB	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
			10/09/23	catering for interviews/open house	10/13/23	\$127.00	\$531.67	300-300-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,021.34
			10/09/23	catering for interviews/open house	10/13/23	\$127.00	\$531.67	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,725.62
			10/09/23	catering for interviews/open house	10/13/23	\$127.00	\$531.67	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
			10/09/23	catering for interviews/open house	10/13/23	\$25.40	\$531.67	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,286.80
478	Island City Market & Deli, 10101 W 1st Street, Island City, OR, 97850	2160	10/09/23	catering for interviews/open house	10/13/23	\$25.40	\$25.40	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,659.83

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
2160		10/09/23	10/09/23	catering for interviews/open house	10/13/23	\$25.40	\$25.40	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,661.99
		2160	10/09/23	catering for interviews/open house	10/13/23	\$25.40	\$25.40	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$12,838.91
		2160	10/09/23	catering for interviews/open house	10/13/23	\$25.40	\$25.40	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,924.43
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336	4133718	10/05/23	screen proj	10/13/23	\$419.35	\$508.00	JB	Treatment Facility Improv	\$464,750.00	\$191,396.93
64	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850	October '23	10/05/23	shared ALS runs; Aug, Feb, March	10/13/23	\$4,507.73	\$419.35	JB	Billing/ALS Fees	\$13,500.00	(\$1,884.95)
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066	15343350	10/09/23	contract services	10/13/23	\$37.45	\$4,507.73	JB	Contract Services	\$7,500.00	\$6,542.18
15343350		10/09/23	contract services	10/13/23	\$44.94	\$44.94		100-110-5202190	Copier/Maint	\$750.00	\$615.18
15343350		10/09/23	contract services	10/13/23	\$44.94	\$44.94		200-200-5202192	Copier/Maint	\$650.00	\$515.18
15343350		10/09/23	contract services	10/13/23	\$7.49	\$7.49		300-300-5202192	Contract Services	\$3,000.00	\$2,957.53
15343350		10/09/23	contract services	10/13/23	\$7.49	\$7.49		500-500-5202190	Contract Services	\$350.00	\$307.53
15343350		10/09/23	contract services	10/13/23	\$7.49	\$7.49		700-710-5202190	Contract Services	\$500.00	\$457.53
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	21191932	10/09/23	ambulance supplies	10/13/23	\$143.11	\$149.80	JB	Supplies (Janitorial & Op	\$14,000.00	\$12,838.91
118	Measure-Tech Inc, PO Box 499, Ariel, WA, 98603	18093	10/05/23	annual calibrations	10/13/23	\$751.18	\$143.11	JB	Equipment Repair/Maint	\$10,000.00	\$5,878.52
215	Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927	0800791-IN	10/09/23	treatment plant supplies	10/13/23	\$2,778.14	\$751.18	JB	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
14	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850	39795	10/05/23	ranger station proj house #2	10/05/23	\$62.42	\$2,778.14	JB	Land/Buildings	\$435,710.00	\$390,861.24
41977		10/05/23	ranger station house #2	10/13/23	\$35.96	\$35.96		115-000-5403203	Land/Buildings	\$435,710.00	\$390,861.24
42674		10/05/23	ranger station proj house #2	10/13/23	\$1,647.60	\$1,647.60		115-000-5403203	Land/Buildings	\$435,710.00	\$390,861.24
42677		10/05/23	ranger station proj house #2	10/13/23	\$161.57	\$161.57		115-000-5403203	Land/Buildings	\$435,710.00	\$390,861.24
43180		10/05/23	ranger station proj house #2	10/13/23	\$6.75	\$6.75		115-000-5403203	Land/Buildings	\$435,710.00	\$390,861.24
43593		10/05/23	ranger station proj house #2	10/13/23	\$1,704.00	\$1,704.00		115-000-5403203	Land/Buildings	\$435,710.00	\$390,861.24
43594		10/05/23	ranger station proj house #2	10/13/23	\$175.50	\$175.50		115-000-5403203	Land/Buildings	\$435,710.00	\$390,861.24
43765		10/05/23	ranger station proj house #2	10/13/23	\$46.57	\$46.57		115-000-5403203	Land/Buildings	\$435,710.00	\$390,861.24
43354		10/05/23	ranger station proj house #2	10/13/23	\$105.99	\$105.99		115-000-5403203	Land/Buildings	\$435,710.00	\$390,861.24

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
		40152	10/05/23	treatment plant bldg	10/13/23	\$4,247.46	\$4,247.46	310-000-5403850	Building Improvements	\$40,000.00	\$38,781.00
		40944	10/05/23	treatment plant bldg	10/13/23	\$1,860.33	\$1,860.33	310-000-5403850	Building Improvements	\$40,000.00	\$38,781.00
		42354	10/05/23	treatment plant bldg	10/13/23	\$542.13	\$542.13	310-000-5403850	Building Improvements	\$40,000.00	\$38,781.00
							\$10,596.28				
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	38832384	10/09/23	ambulance supplies	10/13/23	\$73.80	\$73.80	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$12,838.91
							\$73.80				
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711										
Sept '23			10/09/23	microsoft backup program	10/09/23	\$11.38	\$11.38	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,021.34
Sept '23			10/09/23	cash back reward	10/09/23	(\$8.63)	(\$8.63)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,021.34
Sept '23			10/09/23	city hall janitorial supplies	10/09/23	\$57.37	\$57.37	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,021.34
Sept '23			10/09/23	W2/1099 forms	10/09/23	\$66.97	\$66.97	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,021.34
Sept '23			10/09/23	city hall blinds	10/09/23	\$52.00	\$52.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,021.34
Sept '23			10/09/23	city hall blinds	10/09/23	\$41.72	\$41.72	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,021.34
Sept '23			10/09/23	rackspace email program	10/09/23	\$105.33	\$105.33	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,021.34
Sept '23			10/09/23	gift card for Doug	10/09/23	\$51.64	\$51.64	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,021.34
Sept '23			10/09/23	cash back reward	10/09/23	(\$22.84)	(\$22.84)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,021.34
Sept '23			10/09/23	postage	10/09/23	\$25.60	\$25.60	100-110-5202640	Postage/Shipping	\$3,000.00	\$3,000.00
Sept '23			10/09/23	mower maint/repairs	10/09/23	\$33.00	\$33.00	100-130-5202880	Equipment Repair/Maint	\$1,000.00	\$964.34
Sept '23			10/09/23	cash back reward	10/09/23	(\$4.78)	(\$4.78)	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,725.62
Sept '23			10/09/23	rackspace email program	10/09/23	\$136.92	\$136.92	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,725.62
Sept '23			10/09/23	W2/1099 forms	10/09/23	\$80.36	\$80.36	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,725.62
Sept '23			10/09/23	cash back reward	10/09/23	(\$10.37)	(\$10.37)	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,725.62
Sept '23			10/09/23	supplies/split between water and sewer	10/09/23	\$100.00	\$100.00	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,725.62
Sept '23			10/09/23	gift card for Doug	10/09/23	\$51.65	\$51.65	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,725.62
Sept '23			10/09/23	water dept supplies	10/09/23	\$39.58	\$39.58	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,725.62
Sept '23			10/09/23	clothing allowance/split with water and sewer	10/09/23	\$101.65	\$101.65	200-200-5202430	Clothing	\$1,200.00	\$1,200.00
Sept '23			10/09/23	postage	10/09/23	\$46.80	\$46.80	200-200-5202640	Postage/Shipping	\$3,500.00	\$2,575.55
Sept '23			10/09/23	treatment plant supplies	10/09/23	\$71.98	\$71.98	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
Sept '23			10/09/23	cash back reward	10/09/23	(\$3.02)	(\$3.02)	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
Sept '23			10/09/23	supplies/split between water and sewer	10/09/23	\$139.13	\$139.13	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
Sept '23			10/09/23	treatment plant supplies	10/09/23	\$7.12	\$7.12	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
Sept '23			10/09/23	rackspace email program	10/09/23	\$136.92	\$136.92	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
Sept '23			10/09/23	treatment plant supplies/soil sample prob	10/09/23	\$78.79	\$78.79	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
Sept '23			10/09/23	gift card for Doug	10/09/23	\$51.65	\$51.65	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
Sept '23			10/09/23	W2/1099 forms	10/09/23	\$80.36	\$80.36	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
Sept '23			10/09/23	clothing allowance/split with water and sewer	10/09/23	\$101.65	\$101.65	300-300-5202430	Clothing	\$1,200.00	\$1,200.00
Sept '23			10/09/23	postage	10/09/23	\$46.80	\$46.80	300-300-5202640	Postage/Shipping	\$3,500.00	\$2,526.60
Sept '23			10/09/23	library supplies	10/09/23	\$32.95	\$32.95	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,659.83
Sept '23			10/09/23	cash back reward	10/09/23	(\$7.84)	(\$7.84)	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,659.83

Council Approval Report (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	3090503	10/09/23	credit	10/09/23	(\$1.09)	(\$1.09)	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,659.83
		3090503	10/09/23	library supplies	10/09/23	\$34.30	\$34.30	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,659.83
		3090503	10/09/23	supplies for library 11th birthday party	10/09/23	\$203.08	\$203.08	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,659.83
		3090503	10/09/23	rackspace email program	10/09/23	\$42.13	\$42.13	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,659.83
		3090503	10/09/23	credit	10/09/23	(\$0.02)	(\$0.02)	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,659.83
		3090503	10/09/23	W2/1099 forms	10/09/23	\$19.60	\$19.60	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,659.83
		3090503	10/09/23	books	10/09/23	\$25.97	\$25.97	600-600-5203410	Library Books/Magazines	\$9,000.00	\$9,000.00
		3090503	10/09/23	books	10/09/23	\$684.07	\$684.07	600-600-5203410	Library Books/Magazines	\$9,000.00	\$9,000.00
		3090503	10/09/23	books	10/09/23	\$21.00	\$21.00	600-600-5203410	Library Books/Magazines	\$9,000.00	\$9,000.00
		3090503	10/09/23	books	10/09/23	\$16.23	\$16.23	600-600-5203410	Library Books/Magazines	\$9,000.00	\$9,000.00
		3090503	10/09/23	books	10/09/23	\$26.10	\$26.10	600-600-5203410	Library Books/Magazines	\$9,000.00	\$9,000.00
		3090503	10/09/23	books	10/09/23	\$15.42	\$15.42	600-600-5203410	Library Books/Magazines	\$9,000.00	\$9,000.00
		3090503	10/09/23	books	10/09/23	\$16.49	\$16.49	600-600-5203410	Library Books/Magazines	\$9,000.00	\$9,000.00
		3090503	10/09/23	books	10/09/23	\$22.38	\$22.38	600-600-5203450	Library Programs	\$7,250.00	\$6,557.09
		3090503	10/09/23	library programs	10/09/23	\$11.99	\$11.99	600-600-5203450	Supplies (Janitorial & Op	\$4,500.00	\$3,661.99
		3090503	10/09/23	W2/1099 forms	10/09/23	\$10.28	\$10.28	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,661.99
		3090503	10/09/23	traffic cones/split between fire and ambulance	10/09/23	\$15.99	\$15.99	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,661.99
		3090503	10/09/23	postage	10/09/23	\$6.40	\$6.40	700-710-5202640	Postage/Shipping	\$500.00	\$390.81
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	3090503	10/09/23	traffic cones/split between fire and ambulance	10/09/23	\$16.00	\$16.00	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$12,838.91
		3090503	10/09/23	cash back reward	10/09/23	(\$1.80)	(\$1.80)	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$12,838.91
		3090503	10/09/23	W2/1099 forms	10/09/23	\$10.28	\$10.28	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$12,838.91
		3090503	10/09/23	postage	10/09/23	\$6.40	\$6.40	700-720-5202640	Postage/Shipping	\$750.00	\$628.25
		3090503	10/09/23	water/sewer locates	10/13/23	\$13.30	\$13.30	200-200-5202190	Contract Services	\$5,000.00	\$3,709.96
		3090503	10/09/23	water/sewer locates	10/13/23	\$13.30	\$13.30	300-300-5202190	Contract Services	\$7,000.00	\$6,609.96
		3090503	10/09/23	IT services	10/13/23	\$800.00	\$800.00	100-110-5203800	IT/Computer/Software	\$8,000.00	\$6,578.48
		3090503	10/09/23	IT services	10/13/23	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$8,000.00	\$6,578.48
		3090503	10/09/23	IT services	10/13/23	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$250.00	\$220.00
		3090503	10/09/23	IT services	10/13/23	\$100.00	\$100.00	200-200-5203800	IT/Computer/Software	\$7,500.00	\$6,269.61
		3090503	10/09/23	IT services	10/13/23	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$7,500.00	\$6,269.61
		3090503	10/09/23	IT services	10/13/23	\$100.00	\$100.00	300-300-5203800	IT/Computer/Software	\$8,500.00	\$6,743.63
		3090503	10/09/23	IT services	10/13/23	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$8,500.00	\$6,743.63
		3090503	10/09/23	IT services	10/13/23	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,302.78
		3090503	10/09/23	IT services	10/13/23	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$3,500.00	\$2,862.23
		3090503	10/09/23	IT services	10/13/23	\$10.00	\$10.00	700-710-5203800	IT/Computer/Software	\$500.00	\$453.86
		3090503	10/09/23	IT services	10/13/23	\$10.00	\$10.00	700-710-5203800	IT/Computer/Software	\$1,000.00	\$927.38
		3090503	10/09/23	IT services	10/13/23	\$10.00	\$10.00	800-800-5203800	IT/Computer/Software	\$500.00	\$470.00

Council Approval Report (Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	31900318	10/05/23	10/13/23	treatment plant supplies	10/13/23	\$671.89	\$1,800.00	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
		31895634	10/05/23	10/13/23	fire dept supplies	10/13/23	\$60.32		700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,661.99
329	Quiet Life Construction, PO Box 946, Union, OR, 97883	575	10/10/23	10/13/23	airbnb bed repairs	10/13/23	\$260.00	\$732.21	800-800-5202820	Maintenance (Building &	\$2,000.00	\$1,595.00
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	34549675	10/09/23	10/13/23	office supplies	10/13/23	\$14.33	\$14.33	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,021.34
		34549675	10/09/23	10/13/23	office supplies	10/13/23	\$14.33	\$14.33	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,725.62
		34549675	10/09/23	10/13/23	office supplies	10/13/23	\$14.33	\$14.33	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
300	Rattle Tale Coffee & Such, 805 W Delta, Union, OR,	110	10/09/23	10/13/23	airbnb supplies	10/13/23	\$112.50	\$112.50	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,924.43
487	Ron Kringlen Refrigeration LLC, 1605 21st Street, La Grande, OR, 97883	22284	10/09/23	10/13/23	ice machine maint/rep	10/13/23	\$288.22	\$288.22	200-200-5202880	Equipment Repair/Maint	\$3,500.00	\$2,709.02
		22284	10/09/23	10/13/23	ice machine maint/rep	10/13/23	\$288.22	\$288.22	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$5,878.52
		22284	10/09/23	10/13/23	ice machine maint/rep	10/13/23	\$288.21	\$288.21	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$3,522.16
132	Sully, P.C, Paige, 213 W Main, Enterprise, OR, 97828	2nd/3rd qtr 2023	10/09/23	10/13/23	attorney services	10/13/23	\$855.00	\$864.65	100-110-5202110	Legal/Attorney Services	\$5,000.00	\$5,000.00
		2nd/3rd qtr 2023	10/09/23	10/13/23	attorney services	10/13/23	\$50.00	\$50.00	100-120-5202190	Contract Services	\$75,000.00	\$62,426.25
		2nd/3rd qtr 2023	10/09/23	10/13/23	attorney services	10/13/23	\$737.50	\$737.50	200-200-5202110	Legal/Attorney Services	\$750.00	\$750.00
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644	Oct '23	10/10/23	10/13/23	volunteer insurance	10/13/23	\$4.69	\$1,642.50	700-710-5102128	Benefits	\$7,055.00	\$5,656.23
		Oct '23	10/10/23	10/13/23	volunteer insurance	10/13/23	\$4.69	\$4.69	700-720-5102128	Benefits	\$6,305.00	\$4,976.29
242	TMG Services, 3216 E. Portland Ave, Tacoma, WA, 98404	50672-IN	10/09/23	10/13/23	chlorine pump maint/rep	10/13/23	\$1,820.00	\$9.38	200-200-5202880	Equipment Repair/Maint	\$3,500.00	\$2,709.02
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596	Sept '23	10/09/23	10/13/23	mobile internet	10/13/23	\$17.85	\$1,820.00	200-200-5203800	IT/Computer/Software	\$7,500.00	\$6,269.61
		Sept '23	10/09/23	10/13/23	mobile internet	10/13/23	\$17.85	\$17.85	300-300-5203800	IT/Computer/Software	\$8,500.00	\$6,743.63

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		Sept '23	10/09/23	mobile internet	10/13/23	\$8.92	\$8.92	700-720-5203800	IT/Computer/Software	\$1,000.00	\$927.38
68	Traffic Safety Supply, 2324 SE Umatilla St, Portland, OR, 97202	INV063506	10/09/23	street signs/posts/Delta speed hump	10/13/23	\$1,153.66	\$1,153.66	500-500-5205050	Signage	\$3,000.00	\$3,000.00
459	True Construction LLC, 2202 1st Street, La Grande, OR, 97850	Oct '23	10/09/23	ranger station proj/house #2	10/13/23	\$13,357.50	\$13,357.50	115-000-5403203	Land/Buildings	\$435,710.00	\$390,861.24
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	T010487	10/05/23	water testing	10/13/23	\$53.00	\$53.00	200-200-5202270	Water Testing	\$4,000.00	\$3,804.00
116	Union County Sheriff's Office, 1109 K Ave, La Grande, OR, 97850	Oct '23-Dec '23	10/09/23	sheriff contract labor	10/13/23	\$12,573.75	\$12,573.75	100-120-5202190	Contract Services	\$75,000.00	\$62,426.25
		July '23-Sept '2023	10/09/23	animal control contract services	10/13/23	\$447.80	\$447.80	100-120-5202250	Animal Control	\$4,000.00	\$3,697.74
83	Union Market, PO Box 886, Acct #2013, Union, OR, 97883	Sept '23	10/09/23	janitorial supplies	10/13/23	\$40.16	\$40.16	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$38,047.34
		Sept '23	10/09/23	janitorial supplies	10/13/23	\$10.58	\$10.58	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,021.34
		Sept '23	10/10/23	park supplies	10/13/23	\$59.54	\$59.54	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,757.57
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883	1070	10/05/23	rent/utilities	10/13/23	\$914.36	\$914.36	700-710-5202280	Rent/Fire & Ambulance	\$14,000.00	\$12,137.06
		1070	10/05/23	rent/utilities	10/13/23	\$914.37	\$914.37	700-720-5202280	Rent/Fire & Ambulance	\$14,000.00	\$12,137.04
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205	Oct '23	10/11/23	on call phone	10/13/23	\$26.83	\$26.83	200-200-5202570	Telephone/Cell	\$5,500.00	\$4,286.24
		Oct '23	10/11/23	on call phone	10/13/23	\$26.83	\$26.83	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,289.59
		Oct '23	10/11/23	amulance cell phone	10/13/23	\$53.30	\$53.30	700-720-5202570	Telephone/Cell	\$850.00	\$690.11
69	USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004	147665	10/11/23	aqua fast colorimeter	10/13/23	\$1,593.09	\$1,593.09	310-000-5404500	System Improvements	\$30,000.00	\$30,000.00
50	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693	393804	10/05/23	billing/postage	10/13/23	\$297.44	\$297.44	200-200-5202640	Postage/Shipping	\$3,500.00	\$2,575.55
		393804	10/05/23	billing/postage	10/13/23	\$297.44	\$297.44	300-300-5202640	Postage/Shipping	\$3,500.00	\$2,526.60
		393804	10/05/23	billing/postage	10/13/23	\$32.79	\$32.79	700-710-5202640	Postage/Shipping	\$500.00	\$390.81

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
		393804	10/05/23	billing/postage	10/13/23	\$32.75	\$32.75	700-720-5202840	Postage/Shipping	\$750.00	\$628.25
						\$660.42					
		1		Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293							
	Sept '23		10/10/23	park fuel	10/13/23	\$106.93	\$106.93	100-130-5202490	Fuel	\$2,500.00	\$2,263.42
	Sept '23		10/10/23	prompt pay credit	10/13/23	(\$0.77)	(\$0.77)	200-200-5202490	Fuel	\$5,000.00	\$4,244.60
	Sept '23		10/10/23	public works fuel	10/13/23	\$341.08	\$341.08	200-200-5202490	Fuel	\$5,000.00	\$4,244.60
	Sept '23		10/10/23	prompt pay credit	10/13/23	(\$0.77)	(\$0.77)	300-300-5202490	Fuel	\$4,000.00	\$3,390.98
	Sept '23		10/10/23	treatment plant fuel	10/13/23	\$295.06	\$295.06	300-300-5202490	Fuel	\$4,000.00	\$3,390.98
	Sept '23		10/10/23	streets fuel	10/13/23	\$77.26	\$77.26	500-500-5202490	Fuel	\$4,000.00	\$3,703.44
	Sept '23		10/10/23	ambulance fuel	10/13/23	\$121.70	\$121.70	700-720-5202490	Fuel	\$4,500.00	\$3,956.76
	Sept '23		10/10/23	prompt pay credit	10/13/23	(\$0.37)	(\$0.37)	700-720-5202490	Fuel	\$4,500.00	\$3,956.76
						\$940.12					
		3		Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521							
	Oct '23		10/11/23	city well alarms	10/13/23	\$168.70	\$168.70	200-200-5202570	Telephone/Cell	\$5,500.00	\$4,286.24
	Oct '23		10/11/23	treatment plant alarms	10/13/23	\$167.02	\$167.02	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,289.59
						\$335.72					
		321		ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416							
	October 2023		10/11/23	internet	10/13/23	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$8,000.00	\$6,578.48
	October 2023		10/11/23	internet	10/13/23	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$7,500.00	\$6,269.61
	October 2023		10/11/23	internet	10/13/23	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$8,500.00	\$6,743.63
	October 2023		10/11/23	internet	10/13/23	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,302.78
	October 2023		10/11/23	internet	10/13/23	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$500.00	\$453.86
	October 2023		10/11/23	internet	10/13/23	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$1,000.00	\$927.38
						\$220.00					
		321		ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416							
	Oct '23		10/09/23	internet/park cameras	10/13/23	\$70.00	\$70.00	100-110-5203800	IT/Computer/Software	\$8,000.00	\$6,578.48
	October '23		10/09/23	phone/internet	10/13/23	\$71.40	\$71.40	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,289.59
						\$141.40					
						\$71,134.81					

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 11 day of Oct., 2023.

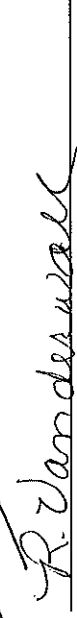
Council Member



Council Member



City Administrator



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	75881	10/24/23	CDBG engineering	10/31/23	\$13,963.33	\$13,963.33	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,109,755.12
155	Baker County Library Dist-Sage Fund, Sage Library System, 2400 Resort Street, Baker City, OR, 97814	M2023-24-36	10/24/23	SAGE membership fees	10/31/23	\$2,414.00	\$2,414.00	600-600-5202600	Dues/License/Certs	\$4,250.00	\$4,250.00
490	BLW Structural LLC, 1801 V Ave, La Grande, OR, 97850	30-23	10/24/23	ranger station proj house #2 patio	10/31/23	\$4,500.00	\$4,500.00	115-000-5403203	Land/Buildings	\$435,710.00	\$373,557.38
213	BOLI, 800 NE Oregon St. #1045, Portland, OR, 97232-2180	proj #104463	10/24/23	BOLI fees	11/23/23	\$426.07	\$426.07	310-000-5404550	Treatment Facility Improv	\$464,750.00	\$190,977.58
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	X055855	10/24/23	water testing	10/31/23	\$45.00	\$45.00	200-200-5202270	Water Testing	\$4,000.00	\$3,751.00
		X056106	10/24/23	water testing	10/31/23	\$45.00	\$45.00	200-200-5202270	Water Testing	\$4,000.00	\$3,751.00
450	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883	Oct '23	10/24/23	cleaning contract services	10/31/23	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,500.00	\$6,468.84
		Oct '23	10/24/23	cleaning contract services	10/31/23	\$180.00	\$180.00	600-600-5202190	Contract Services	\$3,500.00	\$2,662.39
391	Derichsweiler, Tiffany, 216 Fir, La Grande, OR,	Oct '23	10/24/23	clothing allowance reimbursement	10/31/23	\$53.51	\$53.51	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,311.32
350	Farallon Consulting, PO Box 94147, Seattle, WA, 98124	49969	10/24/23	CDBG consulting	10/31/23	\$728.00	\$728.00	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$1,109,755.12
377	Fox Electric, LLC, PO Box 2875, La Grande, OR, 97850	2023-339	10/24/23	street repair/maint	10/31/23	\$724.61	\$724.61	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$3,233.95
406	Griffiths, Krista, 59262 High Valley Rd, Union, OR, 97883	Oct '23	10/24/23	clothing allowance reimbursement	10/31/23	\$200.00	\$200.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,446.54
491	Inslee, Brandon, , La Grande, OR, 97850	CUP23-06	10/24/23	reimbursement of planning fees	10/31/23	\$350.00	\$350.00	100-110-5202991	Misc Expense	\$750.00	\$750.00

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
341	IN1950369	Municipal Emergency Services Inc, PO Box 856892, Minneapolis, MN, 55485-6892			10/31/23	\$846.96	\$846.96	700-710-5205060	Equipment/Rentals	\$2,500.00	\$2,500.00
							\$846.96				
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711	Oct '23	10/24/23	cash back reward	10/31/23	(\$17.79)		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,446.54
		Oct '23	10/24/23	office supplies	10/31/23	\$32.93		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,446.54
		Oct '23	10/24/23	office blinds returned credit	10/31/23	(\$52.00)		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,446.54
		Oct '23	10/24/23	rackspace	10/31/23	\$140.42		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,446.54
		Oct '23	10/24/23	postage	10/31/23	\$33.00		100-110-5202640	Postage/Shipping	\$3,000.00	\$2,974.40
		Oct '23	10/24/23	bank charges	10/31/23	\$23.89		100-110-5202993	Bank Charges	\$250.00	\$250.00
		Oct '23	10/24/23	postage	10/31/23	\$5.00		100-120-5202640	Postage/Shipping	\$150.00	\$126.08
		Oct '23	10/24/23	postage	10/31/23	\$10.00		100-160-5202640	Postage/Shipping	\$250.00	\$250.00
		Oct '23	10/24/23	cash back reward	10/31/23	(\$1.00)		200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,927.22
		Oct '23	10/24/23	supplies	10/31/23	\$49.78		200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,927.22
		Oct '23	10/24/23	rackspace	10/31/23	\$140.44		200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,927.22
		Oct '23	10/24/23	postage	10/31/23	\$39.60		200-200-5202640	Postage/Shipping	\$3,500.00	\$2,231.31
		Oct '23	10/24/23	bank charges	10/31/23	\$12.71		200-200-5202993	Bank Charges	\$100.00	\$100.00
		Oct '23	10/24/23	bank charges	10/31/23	\$13.31		200-200-5202993	Bank Charges	\$100.00	\$100.00
		Oct '23	10/24/23	rackspace	10/31/23	\$140.44		300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$33,299.26
		Oct '23	10/24/23	supplies	10/31/23	\$40.29		300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$33,299.26
		Oct '23	10/24/23	cash back reward	10/31/23	(\$9.16)		300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$33,299.26
		Oct '23	10/24/23	postage	10/31/23	\$39.60		300-300-5202640	Postage/Shipping	\$3,500.00	\$2,182.36
		Oct '23	10/24/23	bank charges	10/31/23	\$16.29		300-300-5202993	Bank Charges	\$100.00	\$100.00
		Oct '23	10/24/23	creek temp monitoring equip	10/31/23	\$207.13		310-000-5404500	System Improvements	\$30,000.00	\$28,406.91
		Oct '23	10/24/23	creek temp monitoring equip	10/31/23	\$96.23		310-000-5404500	System Improvements	\$30,000.00	\$28,406.91
		Oct '23	10/24/23	supplies	10/31/23	\$18.12		600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,311.32
		Oct '23	10/24/23	library supplies	10/31/23	\$22.94		600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,311.32
		Oct '23	10/24/23	library supplies	10/31/23	\$73.59		600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,311.32
		Oct '23	10/24/23	cash back reward	10/31/23	(\$21.12)		600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,311.32
		Oct '23	10/24/23	bank charges	10/31/23	\$26.05		600-600-5202991	Misc Expense	\$750.00	\$750.00
		Oct '23	10/24/23	books	10/31/23	\$33.56		600-600-5203410	Library Books/Magazines	\$9,000.00	\$8,172.34
		Oct '23	10/24/23	books	10/31/23	\$20.96		600-600-5203410	Library Books/Magazines	\$9,000.00	\$8,172.34
		Oct '23	10/24/23	books	10/31/23	\$27.00		600-600-5203410	Library Books/Magazines	\$9,000.00	\$8,172.34
		Oct '23	10/24/23	library programs	10/31/23	\$20.37		600-600-5203450	Library Programs	\$7,250.00	\$6,545.10
		Oct '23	10/24/23	library programs	10/31/23	\$39.62		600-600-5203450	Library Programs	\$7,250.00	\$6,545.10
		Oct '23	10/24/23	library programs	10/31/23	\$26.39		600-600-5203450	Library Programs	\$7,250.00	\$6,545.10
		Oct '23	10/24/23	postage	10/31/23	\$2.40		700-710-5202640	Postage/Shipping	\$500.00	\$351.62
		Oct '23	10/24/23	fire prevention kits for grade school presentation	10/31/23	\$335.94		700-710-5204900	Fire Prevention	\$750.00	\$750.00
		Oct '23	10/24/23	printer ink	10/31/23	\$77.96		700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$12,334.13

City of Union
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
		Oct '23	10/24/23	postage	10/31/23	\$2.40	\$2.40	700-720-5202640	Postage/Shipping	\$750.00	\$589.10
		Oct '23	10/24/23	bank charges	10/31/23	\$10.44	\$10.44	700-720-5202991	Misc Expense	\$200.00	\$180.00
							\$1,677.73				
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824										
649	10/24/23 council replacement computer		10/31/23		10/31/23	\$950.00	\$950.00	100-110-5202040	Mayor/Council	\$11,500.00	\$9,895.00
							\$950.00				
48	OTEC, PO Box 226, Baker City, OR, 97814										
Oct '23	10/24/23 city hall		10/31/23		10/31/23	\$50.00	\$50.00	100-110-5202540	Electricity	\$1,000.00	\$773.31
Oct '23	10/24/23 park path lights		10/31/23		10/31/23	\$96.37	\$96.37	100-130-5202540	Electricity	\$2,000.00	\$1,714.13
Oct '23	10/24/23 transfer station		10/31/23		10/31/23	\$51.35	\$51.35	100-150-5202540	Electricity	\$800.00	\$642.46
Oct '23	10/24/23 city well		10/31/23		10/31/23	\$1,578.91	\$1,578.91	200-200-5202540	Electricity	\$32,000.00	\$23,518.33
Oct '23	10/24/23 city well		10/31/23		10/31/23	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$23,518.33
Oct '23	10/24/23 public works		10/31/23		10/31/23	\$97.56	\$97.56	200-200-5202540	Electricity	\$32,000.00	\$23,518.33
Oct '23	10/24/23 public works shop		10/31/23		10/31/23	\$55.55	\$55.55	200-200-5202540	Electricity	\$32,000.00	\$23,518.33
Oct '23	10/24/23 city hall		10/31/23		10/31/23	\$50.04	\$50.04	200-200-5202540	Electricity	\$32,000.00	\$23,518.33
Oct '23	10/24/23 treatment plant		10/31/23		10/31/23	\$1,333.70	\$1,333.70	300-300-5202540	Electricity	\$38,000.00	\$26,474.04
Oct '23	10/24/23 city hall		10/31/23		10/31/23	\$50.04	\$50.04	300-300-5202540	Electricity	\$38,000.00	\$26,474.04
Oct '23	10/24/23 pumphouse		10/31/23		10/31/23	\$1,701.26	\$1,701.26	300-300-5202540	Electricity	\$38,000.00	\$26,474.04
Oct '23	10/24/23 lift station		10/31/23		10/31/23	\$58.99	\$58.99	300-300-5202540	Electricity	\$38,000.00	\$26,474.04
Oct '23	10/24/23 dearborn street lights		10/31/23		10/31/23	\$61.09	\$61.09	500-500-5202540	Electricity	\$27,500.00	\$20,932.63
Oct '23	10/24/23 street lights		10/31/23		10/31/23	\$2,133.27	\$2,133.27	500-500-5202540	Electricity	\$27,500.00	\$20,932.63
Oct '23	10/24/23 library		10/31/23		10/31/23	\$115.51	\$115.51	600-600-5202540	Electricity	\$3,250.00	\$2,810.71
Oct '23	10/24/23 ranger station		10/31/23		10/31/23	\$55.79	\$55.79	800-800-5202540	Electricity	\$2,000.00	\$1,704.65
Oct '23	10/24/23 ranger station		10/31/23		10/31/23	\$33.77	\$33.77	800-800-5202540	Electricity	\$2,000.00	\$1,704.65
							\$7,768.20				
489	Palacios, Ignacio, PO Box 408, Aurora, OR, 97002										
Oct '23	10/24/23 interview expenses reimbursement		10/31/23		10/31/23	\$326.62	\$326.62	100-110-5202010	Travel/Training	\$7,000.00	\$7,000.00
							\$326.62				
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850										
5068197040	10/24/23 copier contract		10/31/23		10/31/23	\$10.15	\$10.15	600-600-5202190	Contract Services	\$3,500.00	\$2,662.39
							\$10.15				
96	Royal Rock, PO Box 116, Cove, OR, 97824										
987268	10/24/23 gravel/stock supply		10/31/23		10/31/23	\$644.80	\$644.80	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,261.40
							\$644.80				
197	Scotts Heating and AC Service, 1505 N Pine, La Grande, OR, 97850										
21104546	10/24/23 heater unit repair		10/31/23		10/31/23	\$218.75	\$218.75	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$4,839.12
							\$218.75				

City of Union
Council Approval Report
 (Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457										
T010738	10/24/23 water testing	10/31/23	\$53.00	\$53.00	200-200-5202270	Water Testing	\$4,000.00	\$3,751.00			
T010704	10/24/23 sewer testing	10/31/23	\$258.90	\$258.90	300-300-5204950	Sewer Testing	\$2,500.00	\$2,233.10			
T010705	10/24/23 sewer testing	10/31/23	\$543.60	\$543.60	300-300-5204950	Sewer Testing	\$2,500.00	\$2,233.10			
		</									

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 27 day of Oct, 2023.

Council Member



Council Member



City Administrator



CASH SUMMARY COMPARED TO BUDGET (Expenses) October 2023

Department	2022-2023 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 532,682.00	\$ 14,447.61	\$ 77,042.03	\$ 455,639.97	14.5%
Building Maintenance Rsv	\$ 467,210.00	\$ 21,803.86	\$ 66,652.62	\$ 400,557.38	14.3%
Vehicle/Equip Rsv	\$ 153,800.00		\$ 11,707.55	\$ 142,092.45	7.6%
Public Safety	\$ 94,920.00	\$ 14,768.79	\$ 32,687.82	\$ 62,232.18	34.4%
Emergency Event	\$ 547,650.00		\$ -	\$ 547,650.00	0.0%
Parks Department	\$ 44,251.00	\$ 1,543.45	\$ 8,703.92	\$ 35,547.08	19.7%
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	\$ 415.00	\$ 2,560.00	13.9%
Recycling	\$ 900.00	\$ 51.35	\$ 208.89	\$ 691.11	23.2%
Planning	\$ 26,363.00	\$ 1,230.48	\$ 7,341.47	\$ 19,021.53	27.8%
Total General Fund	\$ 1,912,694.00	\$53,855.54	\$204,759.30	\$ 1,707,934.70	10.7%
WATER FUND					
Water Department	\$ 870,275.00	\$ 23,208.82	\$ 118,028.80	\$ 752,246.20	13.6%
Water Rsv	\$ 1,862,500.00	\$ 15,294.33	\$ 154,936.21	\$ 1,707,563.79	8.3%
Total Water Fund	\$ 2,732,775.00	\$ 38,503.15	\$272,965.01	\$ 2,459,809.99	10.0%
SEWER FUND					
Sewer Department	\$ 823,300.00	\$ 25,964.31	\$ 132,866.73	\$ 690,433.27	16.1%
Sewer Rsv	\$ 554,750.00	\$ 9,391.79	\$ 283,963.86	\$ 270,786.14	51.2%
Sewer Debt	\$ 377,833.00	\$ 14,685.97	\$ 58,743.88	\$ 319,089.12	15.5%
Total Sewer Fund	\$ 1,755,883.00	\$ 50,042.07	\$475,574.47	\$ 1,280,308.53	27.1%
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	\$ 10,788.25	\$ 46,062.54	\$ 290,937.46	13.7%
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	\$ 10,788.25	\$46,062.54	\$ 975,766.46	4.5%
LIBRARY FUND					
Library Department	\$ 237,250.00	\$ 11,972.01	\$ 42,042.44	\$ 195,207.56	17.7%
Total Library Fund	\$ 237,250.00	\$ 11,972.01	\$42,042.44	\$ 195,207.56	17.7%

EMERGENCY SERVICES FUND					
Unappropriated Funds	\$ 36,446.00		\$ -		
Fire Department	\$ 140,552.00	\$ 5,858.46	\$ 33,168.61	\$ 107,383.39	23.6%
Ambulance Department	\$ 174,252.00	\$ 12,350.57	\$ 54,995.87	\$ 119,256.13	31.6%
EMS Vehicle/Equip Rsv	\$ 271,293.00	\$ -	\$ -	\$ 271,293.00	0.0%
Total EMS Fund	\$ 586,097.00	\$ 18,209.03	\$88,164.48	\$ 497,932.52	15.0%

RANGER STATION FUND					
Ranger Station	\$ 88,450.00	\$ 6,399.63	\$ 17,624.33	\$ 70,825.67	19.9%
Total Ranger Station	\$ 88,450.00	\$ 6,399.63	\$17,624.33	\$ 70,825.67	19.9%

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	\$189,769.68	\$1,147,192.57	\$ 7,323,264.43	13.5%
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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

November 6, 2023

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

SUBJECT: Office Manager Staff Report – October 2023

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$155,575.74**
- ❖ Total expenditures for the month: **\$189,769.68**
- ❖ A total of **\$105,043.96** was billed out in utility bills for the month
- ❖ We delivered 55 delinquent notices on October 31st. Delinquent accounts will be shut off if no attempt is made to pay or payment arrangements made by November 6th. Shut off date will be November 7th. Amount billed for delinquent notices **\$1100.00**. 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 October, 2023, before cleaning and management fees: **\$3593.85**
- ❖ 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.

CASH SUMMARY COMPARED TO BUDGET (Revenues)**October 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	\$ 598.37	\$ 3,672.33	\$ 166,327.67	2.2%
Delinquent Taxes	\$ 6,000.00	\$ 696.27	\$ 2,181.40	\$ 3,818.60	36.4%
Interest	\$ 1,500.00		\$ 539.49	\$ 960.51	36.0%
Franchise Fees	\$ 100,000.00	\$ 15,867.26	\$ 44,374.95	\$ 55,625.05	44.4%
Oregon Liquor Revenue	\$ 36,000.00	\$ 2,003.39	\$ 13,447.43	\$ 22,552.57	37.4%
Cigarette Tax	\$ 1,200.00	\$ 158.30	\$ 693.61	\$ 506.39	57.8%
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		\$ 90.00	\$ 85.00	51.4%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 2,500.00		\$ 1,660.00	\$ 840.00	66.4%
Burn Permits	\$ 1,200.00	\$ 125.00	\$ 165.00	\$ 1,035.00	13.8%
Court Fines	\$ 750.00		\$ -	\$ 750.00	0.0%
City Surplus Sales	\$ 1,000.00		\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 4,790.00	\$ 7,784.01	\$ 2,215.99	77.8%
COVID Funds	\$ -	\$ -	\$ -	\$ -	
Transfers From Other Funds	\$ 325,420.00	\$ -	\$ -	\$ 325,420.00	0.0%
Total General Fund	\$ 1,918,338.00	\$ 24,238.59	\$81,015.28	\$ 1,837,322.72	4.2%
WATER FUND					
Cash on Hand	\$ 812,075.00	\$ -		\$ 812,075.00	0.0%
Interest	\$ 1,500.00		\$ 802.53	\$ 697.47	53.5%
Water Bills	\$ 510,000.00	\$ 41,984.94	\$ 204,225.54	\$ 305,774.46	40.0%
Set-up Fees	\$ 1,200.00	\$ 75.00	\$ 325.00	\$ 875.00	27.1%
Installation Fees	\$ 5,000.00		\$ 1,680.00	\$ 3,320.00	33.6%
CDBG Grant	\$ 1,250,000.00		\$ 125,563.00	\$ 1,124,437.00	10.0%
Transfers In	\$ 150,000.00		\$ -	\$ 150,000.00	0.0%
Misc Revenue	\$ 3,000.00	\$ 52.50	\$ 452.07	\$ 2,547.93	15.1%
Total Water Fund	\$ 2,732,775.00	\$ 42,112.44	\$ 333,048.14	\$ 2,399,726.86	12.2%
SEWER FUND					
Cash on Hand	\$ 742,583.00	\$ -		\$ 742,583.00	0.0%
Interest	\$ 1,500.00		\$ 802.53	\$ 697.47	53.5%
Sewer Bills	\$ 620,000.00	\$ 53,407.26	\$ 214,349.47	\$ 405,650.53	34.6%
Set-up Fees	\$ 1,000.00	\$ 75.00	\$ 325.00	\$ 675.00	32.5%
Septic Fees	\$ 100.00		\$ -	\$ 100.00	0.0%
Installation Fees	\$ 3,500.00	\$ 50.00	\$ 1,500.00	\$ 2,000.00	42.9%
Billed Labs	\$ 2,500.00		\$ 55.00	\$ 2,445.00	2.2%
Transfers In	\$ 383,500.00		\$ -	\$ 383,500.00	0.0%

Misc Revenue	\$ 1,200.00	\$ 52.50	\$ 362.09	\$ 837.91	30.2%
Total Sewer Fund	\$ 1,755,883.00	\$ 53,584.76	\$217,394.09	\$ 1,538,488.91	12.4%

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	\$ 16,540.77	\$ 56,641.18	\$ 103,358.82	35.4%
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	\$ 16,540.77	\$ 58,891.18	\$ 962,937.82	5.8%

LIBRARY FUND

Cash on Hand	\$ 110,500.00	\$ -		\$ 110,500.00	0.0%
Taxes Levied	\$ 120,000.00	\$ 911.09	\$ 4,393.41	\$ 115,606.59	3.7%
Grant Funds	\$ 1,750.00		\$ -	\$ 1,750.00	0.0%
Misc Revenue	\$ 5,000.00	\$ 141.00	\$ 321.13	\$ 4,678.87	6.4%
Total Library Fund	\$ 237,250.00	\$ 1,052.09	\$ 4,714.54	\$ 232,535.46	2.0%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 358,543.00	\$ -		\$ 358,543.00	0.0%
Interest	\$ 750.00		\$ 401.27	\$ 348.73	53.5%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,734.12	\$ 42,823.82	\$ 82,176.18	34.3%
Ambulance Svc Fees	\$ 65,000.00	\$ 4,935.62	\$ 28,392.99	\$ 36,607.01	43.7%
Burn Permits	\$ 1,250.00	\$ 125.00	\$ 165.00	\$ 1,085.00	13.2%
Transfers In	\$ 70,000.00		\$ -	\$ 70,000.00	0.0%
Misc Income	\$ 1,000.00	\$ 2,252.35	\$ 2,478.02	\$ (1,478.02)	247.8%
Grant Funds	\$ 1,000.00		\$ 16,000.00	\$ (15,000.00)	1600.0%
Total EMS Fund	\$ 622,543.00	\$ 18,047.09	\$ 74,261.10	\$ 548,281.90	11.9%

RANGER STATION FUND

Cash on Hand	\$ 16,100.00	\$ -		\$ 16,100.00	0.0%
Interest	\$ 250.00		\$ 133.67	\$ 116.33	53.5%
Rent	\$ 35,000.00		\$ 11,735.51	\$ 23,264.49	33.5%
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	\$ -	\$ 11,919.18	\$ 76,530.82	13.5%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 36,538.00	\$ -		\$ 36,538.00	0.0%
Interest	\$ 15.00	\$ -	\$ -	\$ 15.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In	\$ -		\$ -	\$ -	0.0%
Loan Payments Rec'd	\$ 100.00		\$ -	\$ 100.00	0.0%
Total DRL	\$ 36,653.00	\$ -	\$ -	\$ 36,653.00	0.0%
GRAND TOTAL	\$ 8,512,547.00	\$ 155,575.74	\$ 781,243.51	\$ 7,731,303.49	9.2%



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report October 2023\(2\)](#)

October Monthly Report 2023

	Statistics	
	This Year	Last Year
Patron Count	1029	650
Circulation Count:	1193	736
Adult	553	337
Children	640	399
Audios	98	57
Videos	184	103
Music CD's	0	0
Materials Added	56	12
Materials Discarded		77
Reference Questions		91
Programs for Patrons	15	10
Participants	400	95
Computer Usage	1443810	368327
New Patrons	7	11
ILL Requests	77	198
Notary	4	2

Events and Additions:

Handed out toys in the Halloween parade

Completed community event: pumpkin painting. 36 in attendance

Completed Halloween giveaway to increase foot traffic; 10 gift sets given away

Adult craft was caramel apples.

Hosted 1 spooky after school movie night.

The library has been hosting Art Center East's homeschool art group through Sept-Oct.

Completed annual state reporting.

Hosted after school craft night & after school puzzle club in conjunction with PTA.

Part-time position was extended through Oct. to complete projects.



Memorandum

Subject: Ordinance Officer Monthly Report
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

ATTACHED:

[Ordinance Officer Monthly Report October 2023](#)

Ordinance Report

October 2023

To:

Susan Hawkins
Roberta Vanderwall
City Council Members

From:

Dianna Arena

Letters Sent:

Right of Way Concerns: 15 letters sent. 4 compliances**If no comply (will follow up with a call or 2nd letter).

Noxious Weeds/Grasses too tall: 3 letters sent. 2 compliances**If no comply (will check back on later).

Trailer Living Concern: 1 letter sent**Noone living in it.

Yard Cleanup of Trash and Appliances: 1 Letter sent/number of person that could help given to resident**No Comply (will call or stop by property to follow up on).

Complaints:

Over the Limit of Dogs: Kennel license paperwork given to property owner. Has filled it out, paid the fee and is in the process of contacting animal control for an inspection.

Fire Burning Without Permit: Property owner cited.

Burning at Night/Trailer inhabitation/Abandoned Vehicles left in Right of Way: Property owner cited for burning, and for people "staying" in trailers. Vehicles/boat red tagged. All items were moved within 24 hours of stated tow time.

2 Vehicles Abandoned on City Right of Way (2 separate properties): Red tagged-Both Towed.

Property Owner Living in Trailer: Contacted Resident-given paperwork for permit-filled out and turned it in.

Barking Dog Complaint: Owner contacted-has purchased a bark collar.



Memorandum

Subject: Fire/EMS Monthly Report
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:
[Fire-EMS Monthly Report October 2023](#)

November 7, 2023

Union Fire and Ambulance responded to a total of 18 calls. The fire calls consisted of 2 lift assists with the ambulance crew, 1 shop fire, 1 burn barrel, 1 CO2 alarm, and 1 home fire.

The ambulance responded to 2 strokes, 1 trauma involving a table saw, 1 shoulder dislocation, 2 seizures, 1 dislocated hip, and various pain calls.

We had 2 meetings this month and helped out with a football game.

The EMT basic and Advanced are continuing.



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Sheriffs Monthly Report October 2023](#)

[Sheriffs Hours October 2023](#)

[Sheriffs Yearly Hours 2023](#)

Union Activities –October 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	162.75
Vacation Hours taken	10
Total Hours	172.75
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	3
WARNINGS	4
ARRESTS	3
CALLS FOR SERVICE	22
FI'S	31
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
 Responded for a domestic disturbance on Arch st, no crime parties separated
 Citizen assist with juvenile issue
 Deputy assisted with a Civil dispute
 Responded for a Welfare Check, Subject located and was fine
 Civil options given for a report of fraud
 Deputy assisted Union Ambulance
 Individual located for a welfare check, code 4
 Report of a civil disturbance, Options explained
 Deputy assisted Union Fire
 Report of careless drivers, 3 cited
 Report taken for runaway juvenile
 Options given for Domestic Disturbance
 Citizen Assist
 Juvenile Disturbance, subject counseled
 Deputy responded for Civil Disturbance, one person trespassed
 Parking complaint, resolved
 Juvenile cited for harassment
 Report taken for an Assault
 Deputy Attempt to locate a hit and run suspect
 Deputy assisted with a Shop fire

Report of a neighbor dispute

Report of a Domestic Dispute, parties separated

Report of a civil disturbance

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1																	0.00
2															8		8.00
3			1.25												10		11.25
4															10		10.00
5															0		0.00
6																	0.00
7																	0.00
8						1											1.00
9															8		8.00
10							3.5								9		12.50
11															7		7.00
12															6		6.00
13																	0.00
14																	0.00
15																	0.00
16															10		10.00
17															8		8.00
18															7		7.00
19															6		6.00
20																	0.00
21												1					1.00
22							2.5										2.50
23															10		10.00
24															6		6.00
25															6		6.00
26												2			8		10.00
27											1.5						1.50
28											9						9.00
29							3										3.00
30															10		10.00
31															9		9.00
Pub Total	0.00	0.00	1.25	0.00	0.00	1.00	9.00	0.00	0.00	0.00	10.50	3.00	0.00	0.00	138.00	0.00	162.75

Pub Total 0.00 0.00 1.25 0.00 0.00 1.00 9.00 0.00 0.00 0.00 10.50 3.00 0.00 0.00 138.00 0.00 162.75

Total Hrs 162.75

October

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

	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	(120.00)	(120.00)



Memorandum

Subject: Animal Officer Monthly Report
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Animal Officer Monthly Report October 2023](#)

[Animal Hours Yearly 2023](#)

Union Animal Enforcement Hours—October 2023

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

HOURS: 2

Calls for Service: 1

Dog at large:

Citations: 0
Warnings: 0
Impounds: 0
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

Report of a neglected horse, AEO made contact and horse is of good body score.

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					
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	2	0	0



Memorandum

Subject: Admin Monthly Report
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Roberta Vanderwall, Administrator

ATTACHED:

[Admin Monthly Report October 2023](#)

City Administrator's Monthly Report for October 2023

Met with Deputy Recorder Shawna to discuss the Planning Commission meeting from October and the status of the Kennon case and other planning issues.

Reviewed Livability ordinance from Toledo, adapting changes to Code.

Met with Casey George, Fire Chief regarding needs of department.

Work on the staff report for Michael Crow. Talk with Mike Crow on October 30th explaining the requirements he will have for the Minor Partition dividing his property into two parcels not a Lot Line Adjustment.

Wrote planning Commission approval and denial letters for requests through the PC.

Talked with Mayor Susan regarding the Hotel and the lot line adjustment that needs to be completed for the RV spots. I will be discussing this further with Charlie as to the lot line adjustment.

Follow up with Paige Sully regarding questions on redacting information from formal signed complaints.

Talked with Holly Kerns to reassure her of the funding for the administrator position. Addressed the salary concerns and later rescinding her application. Contacted Ignacio Palacios regarding the administrator position. Sent Ignacio the draft contract and then held a zoom meeting with Mayor Hawkins and Ignacio. We will schedule an executive session to discuss and possibly negotiate the contract further. Reviewed Celeste's application and resume. Schedule meeting.

Reviewed wages for the Librarian Clerk per the request from Linda Palmer, Union Carnegie Public Library to add hours for Diana Arena. There is funding available for additional hours.

Prepared Staff reports for Planning Commission.

Contacted Paige Sully regarding the Executive Session for Administrator position.

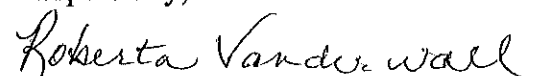
Talk with Councilor Farmer regarding the appointment of the city administrator. Sent Paige a request for information on status.

Talked with Tim Cox regarding the executive session for the administration contract.

Attend Special Council meetings to discuss the contract/wages for the new administrator.

Reviewed Vouchers

Respectfully,



Roberta Vanderwall
Interim City Administrator



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report October 2023](#)

City of Union Public Works Department October Council Report

Water: We repaired five-meter pits as they were old and rotten. Fixed a leaking water service line at 727 South 1st. Submitted our annual water use report to the state along with our Consumer Confidence Report. Pulled our normal monthly water samples along with source water assessment samples from wells #2 and #3. Completed monthly water meter reads, shutoff notices, and turn offs. Becker Construction has completed some of the work up at well #3. I don't know exactly when they will start on well #2.

Streets: We installed the speed hump on North 10th Street along with signs and striping. Plans are to put the plow and sander on the small dump truck and get it ready for the snow season.

Ranger Station: A back patio has been poured on the middle unit and the sheetrock has been hung taped and textured along with painted. We are ready for the electrician to come to his final work. Cabinets and countertops have been ordered and the flooring is starting to go down this week. It is moving along at a good pace.

Sewer: The bulk of our time is being spent putting a building up around the new screw screen. It is framed and has house wrap on it the roof has felt paper and metal installed on it. We got the garage door and two man doors installed along with adding insulation and sheeting to about half of the inside. We are currently trying to install the exterior metal on the building.

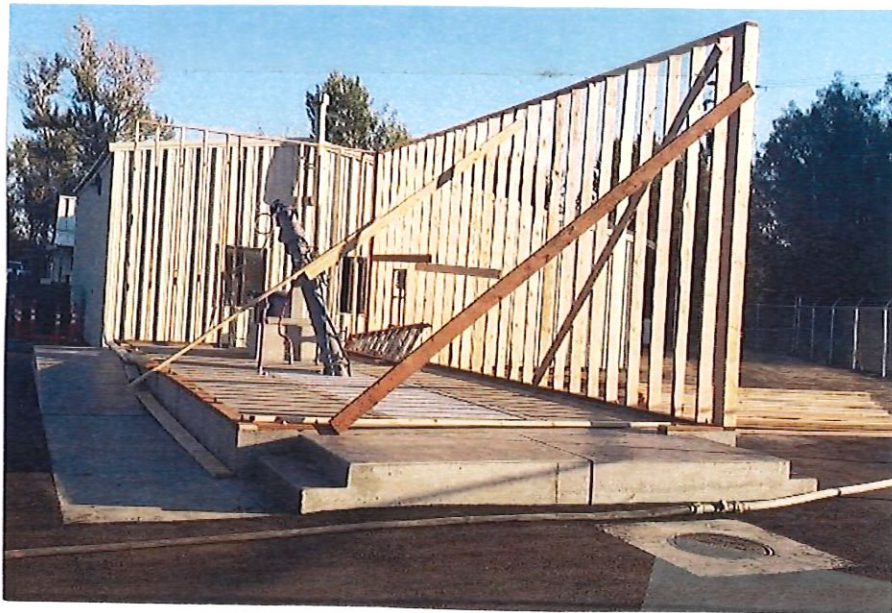
Paul Phillips

Public Works Lead

November 7th, 2023







Annual Water Use Report

2022

User ID: 1257

2023

October through September

Select a water year: 2023 ▼

Search

Water Right Holder:

CITY OF UNION
PW SUPERINTENDENT PAUL PHILLIPS
PO BOX 529
UNION, OR 97883

Reporter(s):

Paul Phillips

City of Union

Report ID	Facility	Type of Measurement	Unit	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
12292	CATHERINE CREEK	OTH	G	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
12293	WELL 1	OTH	G	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
12294	WELL 2	OTH	G	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	125
23528	WELL 3 (UNIO 2377)	OTH	G	8640000.0	6554000.0	7768000.0	7806000.0	8262000.0	7093000.0	7113000.0	11533000.0	19373000.0	25412000.0	638

Type(s) of Measurement:

OTH Water meter (23528)

Unit(s) of Measurement:

G Gallons

If corrections are needed, send a message to: owrd.wateruserreporting@water.oregon.gov or call 971-341-7489.

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
1714	11/6/23	FINAL READ	PAUL PHILLIPS	11/15/23	ASSIGNED		103620055	Whiteman, Nicholas	912 N FIRST	119130
1696	10/24/23	FINAL READ	PAUL PHILLIPS	12/1/23	ASSIGNED		115010083	Boob, Henry	242 S COLLEGE	30520
1701	10/27/23	Maint/Repair	PAUL PHILLIPS	10/27/23	ASSIGNED		103810034	STEEVENS, MICHELLE	1260 N SECOND	
1637	8/28/23	Maint/Repair	PAUL PHILLIPS	8/28/23	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	
1138	3/23/22	Maint/Repair	PAUL PHILLIPS	3/23/22	ASSIGNED		114210024	JOHNSTON, STEVE & JAIMIE	1598 N COLLEGE	
1681	10/5/23	Turn Water Off	PAUL PHILLIPS	11/10/23	ASSIGNED		163270002	SCHUBERT, SHERRI	975 N TENTH	73222



Memorandum

Subject: October 2023 Wastewater Report
Meeting: City Council - Nov 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:
[Wastewater Report October 2023](#)

Wastewater Report October 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 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 rising due to less watering on the golf course. It appears the copper sulfate has helped to eliminate some species of pond weeds.
- The aeration fountains were removed for the winter.

Projects / Future

- **New Screen Project**
 - The New influent screen is in place and is running. We are still learning and improving functionality, the alarms will need to be added by our PLC programmers and we will work to get those in place.

Other

- Lift Station pump pulled and in for rebuild.
- Water Leak check on 1st street. Meter turn on's and offs.
- Influent wet well level indicator (The Probe) went out, ordered replacement.
- Influent wet well alarm float replaced.
- Monitoring Catherine Creek for flows and temperatures, preparing to discharge in November.
- Preparing & Scheduling for additional labs when discharging to Catherine Creek due to the new DEQ NPDES Permit.
- Influent Screen Building,
 - closed in before the cold spell.
 - Roofing
 - insulation
 - sheeting
 - doors
 - siding