



# City of Union

## Agenda

### City Council Meeting

Monday, January 8, 2024 @ 7:00 PM

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

	Page
1. <b>CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:</b>	
<b>Mayor:</b>	Hawkins
<b>Councilors:</b>	Farmer, Cox, Black, Blackburn, Middleton, and Boyer-Davis
2. <b>CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:</b>	
3. <b>OLD BUSINESS:</b>	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4. <b>NEW BUSINESS:</b>	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Fire/EMS Annexation Resolution 2024-01	3
<a href="#">Resolution No 2024-01</a>	
4.2. Request for Approval for Chip Sealing	4 - 5
<a href="#">Request for Chip Sealing</a>	
4.3. Law Enforcement Contract	6 - 11
<a href="#">Law Enforcement Contract</a>	
5. <b>CONSENT AGENDA:</b>	
5.1. <b>Business/Special Meeting Minutes</b>	
• December 11, 2023	12 - 14
<a href="#">City Council - Dec 11 2023 - Minutes - Pdf</a>	
5.2. <b>Work Session Minutes</b>	
• December 11, 2023	15 - 17
<a href="#">Council Work Session - Dec 11 2023 - Minutes - Pdf</a>	
5.3. <b>Information Reports</b>	
• Office Manager Monthly Report	18 - 31
<a href="#">December 2023 - Pdf</a>	
• Library Monthly Report	32 - 33
<a href="#">December 2023 - Pdf</a>	
• Ordinance Officer Monthly Report	34 - 35
<a href="#">December 2023 - Pdf</a>	
• Sheriff's Monthly Report	36 - 40

[December 2023 - Pdf](#)

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

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

- |      |   |         |
|------|---|---------|
| 7.1. | Admin Monthly Report                              | 41 - 42 |
|      | <a href="#">December 2023 - Pdf</a>               |         |
| 7.2. | Public Works Monthly Report                       | 43 - 45 |
|      | <a href="#">December 2023 - Pdf</a>               |         |
|      | <a href="#">Public Works Service Order Report</a> |         |
| 7.3. | Wastewater Report                                 | 46 - 47 |
|      | <a href="#">December 2023- Pdf</a>                |         |

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. January 17, 2024 - Kennon Appeal #2023-01 Hearing @ 6pm
- 9.2. January 22, 2024 - Council Work Session @ 6pm
- 9.3. February 12, 2024 - Fire/EMS Annexation 2nd Public Hearing @ 6pm
- 9.4. February 12, 2024 - Council Business Meeting @ 7pm

10. **ADJOURNMENT:**

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

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

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

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

**CITY OF UNION  
RESOLUTION NO. 2024-01**

**A RESOLUTION PROPOSING TO ANNEX THE CITY OF UNION FIRE AND EMS  
BOUNDARIES INTO THE UNION RURAL FIRE PROTECTION DISTRICT (URFD)  
FOR THE PURPOSE OF RECEIVING FIRE AND EMS PROTECTION SERVICES  
FROM THE URFD**

**WHEREAS,** The City of Union Fire and EMS departments and the Union Rural Fire Protection District (URFD) currently operate as separate entities serving both the City of Union and the rural areas surrounding Union; and,

**WHEREAS,** Both the City of Union Fire Department and the URFD use the same personnel to cover both their respective boundaries; and,

**WHEREAS,** A committee appointed with representation through both respective boards have recommended that annexing the City Fire and EMS services into the URFD will make additional equipment available to City and Rural residents through the reduction of jurisdictional and liability issues; and,

**WHEREAS,** the same committee recommends annexation will bring a more efficient Fire and EMS system and a clearer line of communication to both the URFD and City; and,

**WHEREAS,** annexation will unify The City of Union Fire and EMS services with the URFD to be controlled by a board specifically elected to concentrate on Fire and EMS efforts; and,

**WHEREAS,** annexation will result in removal of the City of Union Fire and EMS fee of \$10/month currently imposed on City of Union utility billings; and,

**WHEREAS,** the UFRD will levy annually a direct ad valorem tax not to exceed \$1.2292/1000 on all taxable property within the City of Union for Fire and EMS services.

**NOW THEREORE BE IT RESOLVED,** the governing body for the City of Union asks the URFD the following question:

1. Will the URFD approve the City of Union placing a call to its electors on May 21, 2024 for authority to annex the City of Union Fire and EMS into the URFD?

**ADOPTED** by \_\_\_\_ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this \_\_\_\_ day of January 2024.

**Approved:**

**Attest:**

\_\_\_\_\_  
Susan Hawkins, Mayor

\_\_\_\_\_  
Celeste Tate, City Administrator

## Request for approval for chip sealing for the summer of 2024

I am requesting that the council give the approval to have the County do approximately \$44,100 worth of chip sealing in the City of Union. If we were to do more than \$50,000, we would need to go out to bid and we would be subject to paying BOLI 1% of the cost. The County will need to know if we want the work done as they will be putting quantities together in order to put their rock and oil bids together. So, if we are going to have them do any work for us then we need to get our request into them this winter.

Roadwork would include 3 blocks of new chipseal on South 4<sup>th</sup> Street going from West Dearborn to West Arch. This is currently a gravel road and would include a 3-lift chip seal (22' x 792') @ \$22,100.

11 blocks of single lift chip seal @ \$2,000 per block (22'x 260') East Delta from Main Street to the Stock Show entrance (7 blocks) and South Bellwood from East Fulton to East Harrison (2 blocks) and East Harrison from South Bellwood to South Main (2 blocks) \$22,000

Paul Phillips

City of Union

Public Works Lead

December 18, 2023

Cost estimate City of Union 2024 chip seal

Price is estimate only

No county prep and no final broom work

Costs are based off of last year's pricing

New 3-lift chip seal for 3 blocks (22'x792')

15 ton chip oil	\$9,300.00
Chip Rock	\$2,260.00
3hrs equipment and Labor	\$4,500.00
Oil distributor truck:	
\$250.00 hr or \$2,000.00 minimum	\$2,000.00
Mobilization	\$1,500.00
Stockpile rock before chip (trucks)	\$2,000.00
Stockpile loader	\$ 450.00
	\$22,010.00

Cost pre block is calculated with no mob costs, no prep and no final broom.

1 lift of ½-1/4 chip seal

Average estimated cost pre block (22'x260') \$2,000.00

RECEIVED

DEC 13 2023

BY: KG

# City of Union, Oregon



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

*Home to the Buffalo Peak Golf Course*

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

## AGENDA ITEM COVER SHEET

### CITY OF UNION CITY COUNCIL

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

Presenter: Roberta Vanderwall, Interim City Administrator Submitted to reviewers: \_\_\_\_\_

Department: Administration Requested Agenda Date: January 8, 2024

Short Title of Agenda Item: **Agreement for Law Enforcement Services with Union County Sheriff**

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

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

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

The Agreement for law Enforcement Services has been reviewed and modified for the upcoming four (4) years. The fee schedule is attached as Exhibit B.

#### 2. FISCAL IMPACT

- a. Year 1: \$83,570.00 for services including salary and benefits for a .85 FTE deputy.
- b. Year 2: \$87,749.00 for services including salary and benefits for a .85 FTE deputy.
- c. Year 3: \$92,137.00 for services including salary and benefits for a .85 FTE deputy.
- d. Year 4: \$96,744.00 for services including salary and benefits for a .85 FTE deputy.

#### 3. SUGGESTED ACTION(S)

- a. Council makes a motion to approve the 2024-2028 Law Enforcement Agreement with Union County Sheriff
- b. Make an alternative motion.
- c. No Action

## AGREEMENT FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT IS MADE AND ENTERED INTO THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024, by and between UNION COUNTY, OREGON, a political subdivision of the State of Oregon (hereinafter called COUNTY); the Sheriff of Union County, Oregon (hereinafter called SHERIFF); 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 law enforcement services from the SHERIFF during the fiscal years 2024-2028 as provided herein; and

WHEREAS, the COUNTY and SHERIFF are agreeable, 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) SHERIFF will provide law enforcement services as set out in Exhibit A within the city limits of CITY. The law enforcement 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. Such services will include the enforcement of State criminal and traffic statutes.

2) SHERIFF will provide a minimum of 120 hours per month of law enforcement services to CITY under this Agreement with said hours 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. When an assigned deputy is using vacation or sick time COUNTY will not back fill position with overtime staff. However, all calls for service will be responded to. When an assigned deputy is attending training, those hours will count toward contract hours as it is a direct benefit to the CITY.

SHERIFF will provide CITY with a monthly report of the qualifying law enforcement activities and services performed for CITY for the previous month as provided under this Agreement. A deputy or a supervisor will present the report at the monthly Council meeting. Sheriff will exercise all best efforts to provide the report to the City Administrator via e-mail not less than one week prior to Council meeting at which the report will be presented.

The SHERIFF will meet with the full Council bi-annually to review compliance with the terms of the Agreement. SHERIFF will notify Mayor and/or City Administrator of major crimes or events occurring in City when appropriate.

3) Modification of the 120 hour per month minimum requirement may be made only by written agreement between CITY and SHERIFF as deemed necessary or appropriate for certain

extraordinary reasons including but not limited to special events, and for a period of time not to exceed one month.

4) SHERIFF will furnish and supply all labor, supervision, personal equipment and supplies, and training necessary for the performance of the law enforcement services under this agreement. SHERIFF will provide all necessary administrative and employer services for all assigned deputies and will comply with all federal, state, and collective bargaining laws and agreements.

5) SHERIFF will have use of current CITY secured police office as a sub-station with access by the City for emergencies. CITY will provide utilities to include phone and internet access and basic office equipment such as desks, chairs, and file cabinets but not to include any electronic or communications equipment other than a basic landline telephone. SHERIFF and COUNTY will provide office supplies (paper, ink, and related items.)

6) All requests for public records of activities performed by SHERIFF under the terms of this Agreement shall be the responsibility of SHERIFF and COUNTY, and nothing in this Agreement shall have the effect of the CITY serving as records custodian for SHERIFF, nor shall CITY be required to respond to public records requests on behalf of SHERIFF or defend any legal action or pay any damages as a result of any such public records request.

7) The provision of law enforcement 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.

All citizen concerns or issues involving law enforcement services or individual or group citizen grievances received by the CITY should be referred to the SHERIFF or his designee.

8) Each Party to this Agreement hereby covenants and agrees to indemnify and hold and save the other Party, its officers, agents, assigns and employees harmless from all claims whatsoever that might arise against the other Party, its officers, agents, assigns and employees by reason of any act of the first Party, its officers, agents, assigns or employees in the performance of the law enforcement services or the administration thereof required by the terms of this Agreement, including any cost of defense and attorney's fees associated with such claims.

9) CITY grants to SHERIFF full municipal police authority, and all rights of enforcement provided to CITY under federal or state law or county ordinance.

10) If CITY utilizes the services of a municipal ordinance enforcement officer, the CITY and SHERIFF will coordinate the activities of the assigned deputies and personnel providing service under this Agreement with the ordinance enforcement officer when law enforcement support is deemed necessary.



11) This Agreement may be terminated by either Party, without cause, after providing a minimum of 60 day's written notice of the intent to terminate.

In the event SHERIFF fails to provide law enforcement services for the minimum term of 120 hours per month for three consecutive months, CITY may terminate this Agreement on ten days written notice.

12) In consideration of the services provided for herein and above, the CITY agrees to pay the amounts set forth in the attached Exhibit B, billed and payable quarterly at the beginning of the 3-month period.

13) Should litigation or arbitration be brought to enforce the rights and obligations under this agreement, the prevailing party shall be entitled to its reasonable attorneys' fees and other costs at arbitration, at trial, or on appeal.

14) Each Party agrees to carry and keep current policies of insurance to cover liability for physical and personal property damage, false arrest, and civil rights claims which may arise from the performance of law enforcement duties of the SHERIFF.

APPROVED AND ACCEPTED by the CITY this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor, City of Union

\_\_\_\_\_  
City Administrator, City of Union

APPROVED AND ACCEPTED by the COUNTY and SHERIFF this \_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Union County Commissioner

\_\_\_\_\_  
Union County Sheriff

\_\_\_\_\_  
Union County Commissioner

\_\_\_\_\_  
Union County Commissioner

## Exhibit A

### Contract Services to be Provided:

Provide for public safety by maintaining order, responding to emergencies, protecting people and property, and enforcing motor vehicle and criminal laws, including:

- (a) Proactive policing activities including routine and regular patrols of residential, industrial, and commercial areas of the City, including time frames other than during regular business hours, and not merely transient patrols while en route to other areas of the County;
- (a) Identify, pursue, and arrest suspects and perpetrators of criminal acts;
- (b) Record facts to prepare reports that document incidents and activities;
- (c) Review facts of incidents to determine if criminal act or statute violations were involved, prepare written reports, and forward the same to the Union County District Attorney for the possible filing of criminal charges or violations;
- (d) Assist the District Attorney and City Prosecutor and appear in Circuit and Municipal Courts, as needed to support legal proceedings;
- (e) Conduct traffic patrol and monitor traffic to ensure motorists observe Oregon State and motor vehicle statutes and provisions of the Union City Code related to motor vehicle use, and issue citations or warnings to violators of the same;
- (f) Investigate traffic accidents and other accidents to determine causes and to determine if a crime or violation has been committed;
- (g) Direct traffic flow and reroute traffic in case of emergencies; and
- (h) Investigate reports of City of Union code violations that result in imminent risk to public safety;
- (i) In coordination with the code enforcement officer, enforce violations of municipal code sections relating to noise violations and ATV operation on City streets; and
- (j) Posting or delivery of notices of code and/or nuisance violations that may result in imminent risk to public safety or those which originated as a result of Sheriff's office investigations.

## EXHIBIT B

### COSTS OF SERVICES:

YEAR 1: \$83,570.00 for services including salary and benefits for a .85 FTE deputy

YEAR 2: \$87,749.00 for services including salary and benefits for a .85 FTE deputy

YEAR 3: \$92,137.00 for services including salary and benefits for a .85 FTE deputy

YEAR 4: \$96,744.00 for services including salary and benefits for a .85 FTE deputy



# MINUTES

## City Council Meeting

7:00 PM - Monday, December 11, 2023

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

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

The City Council of the City of Union was called to order on December 11, 2023, at 7:11 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

**EXCUSED:** Councilor John Black

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

### 3. OLD BUSINESS:

### 4. NEW BUSINESS:

#### a) Discussion on Agreement with Interim Administrator

Mayor Hawkins said the Interim City Administrator would like reimbursement for housing. We also need to discuss her contract extension.

John Farmer made a motion to approve to extend the Interim City Administrator contract until January 12th, 2024 for 50 hours and pay one month of rent in the amount of \$1,200. Tim Cox seconded the motion. Carried 3-2 (opposed: Councilor Anita Boyer-Davis and Councilor Dick Middleton).

#### b) New Administrator

Mayor Hawkins said I want to welcome Celeste Tate as our new administrator. She will start work on January 8, 2024. I also want to thank our Interim City Administrator for her work.

#### c) Fire/EMS Discussion and Fee Discussion

Mayor Hawkins said we have discussed this for the last two work sessions. Council discussed the fire and EMS fund again. Council asked Interim City Administrator Vanderwall to develop a committee with Councilor's Cox and Blackburn to review the fire and EMS fee.

d) **Review & Adopt Order for Kennon Appeal**

Mayor Hawkins said you didn't get this in your packet, but we need to adopt this. Mayor Hawkins read this for the record. Council discussed the time frames in the order, 20 minutes with 5 minutes included for rebuttal. Testimony will have 5 minutes per person.

Tim Cox made a motion to approve the final order on appeal 2023-01 with 20 minutes to present the case and set a public meeting for 1/17/24 at 6:00 p.m. for the Kennon Appeal. Councilor Jay Blackburn seconded the motion. Carried unanimously.

**5. CONSENT AGENDA:**

**5.1. BUSINESS/SPECIAL MEETING MINUTES**

- 5.1.1. November 8, 2023
- 5.1.2. November 13, 2023
- 5.1.3. November 15, 2023
- 5.1.4. November 27, 2023

**5.2. WORK SESSION MINUTES**

- 5.2.1. November 13, 2023
- 5.2.2. November 27, 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. Sheriff's Monthly Report
- 5.3.5. Animal Officer Monthly Report

**RES-3-2023**

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

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

Councilor Blackburn said I have a letter on the Buffalo Flats Project. I will read the letter for the record. Council and citizens discussed this matter.

Councilor Cox announced the informational meetings and public hearings on the annexation into the rural fire.

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

- a) Admin Monthly Report
- b) Public Works Monthly Report
- c) Wastewater Monthly Report

**8. PUBLIC COMMENT**

Matt Later Third said I came here to ask for your help. When our republic was formed, it was formed with unalienable rights. You need to fight for our rights. We are one of the least free states in the United States. The citizens need you to not oppress us. You can't create a monster that tramples everyone to take care of a few.

Coy Wilde said your livability code was so poorly presented everyone is against you. Your comments in the paper really made it worse. I hope you drop this. This is a disaster. It is terrible. My suggestion is to drop it.

Donny George E. Dewey Lane said I read through that, and I don't support any of it. I think it tramples homeowners' rights. It just doesn't fit Union; it won't do what you think it will. I see no upside to this ordinance.

Donna Beverage High Valley Road said the chamber of commerce got a grant for more decorations for the city and will be ordering those soon.

**9. UPCOMING MEETINGS AND SUGGESTIONS:**

- a) December 18, 2023 - Informational Meeting for Fire/EMS annexation @ 6pm.
- b) January 8, 2024 - Fire/EMS Annexation 1st Public Hearing @ 6pm
- c) January 8, 2024 - Council Business Meeting @ 7pm
- d) January 17, 2024 - Public hearing for the Kennon Appeal @ 6 pm
- e) January 22, 2024 - Council Work Session @ 6pm

**10. ADJOURNMENT:**

This meeting adjourned at 7:57 p.m.

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Mayor

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City Administrator



# MINUTES

## Council Work Session Meeting

6:00 PM - Monday, December 11, 2023

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

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

The City Council of the City of Union was called to order on December 11, 2023, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

**EXCUSED:** Councilor John Black

### 2. PRESENTATIONS:

#### a) Sheriff's Report

Deputy Johnson said winter is here and with the change of seasons you see different things. There are less people out and about but there is an uptick in crashes. For the last month I felt like I have been dealing with a lot of juvenile issues. One of my disturbances did result in an arrest. I still help with fire and ambulance calls. You will be getting a new deputy soon. I think the new deputy will be great for you guys.

### 3. UPCOMING BUSINESS DISCUSSIONS:

#### a) Discussion on Agreement with Interim Administrator

Mayor Hawkins said our interim administrator and administrator will be working together some. Our interim has a request in your packet for you to look at. Council and the interim city administrator discussed extending the contract or how to handle this transition. Interim City Administrator Vanderwall discussed a living allowance because she had to get an apartment. Council and Interim City Administrator Vanderwall discussed the length of time and how much living allowance to cover.

Council discussed when her contract will be fulfilled, and needing her help until certain things are complete. They continued to discuss possibly needing the interim after the new administrator starts working to help with planning. We will discuss this at the regular meeting.

b) New Administrator

Mayor Hawkins said I have talked with Celeste and on December 7, 2023, she signed a contract to start working on January 8, 2024.

c) Fire/EMS Discussion and Fee Discussion

Mayor Hawkins said we have had lots of discussions on this. Casey George said turn outs do actually expire. All of our equipment has expiration dates, and it is all for our safety. Donny George said there is an Oregon statute that refers to firefighters and their equipment. We can use old turnouts for practice training that has nothing to do with fire. Currently, three people are using expired turnouts but they can't go near the fire.

Casey and Donny discussed the reserve funds and that they can't be used because it is for emergency repairs and other things. Donny discussed how much fire trucks and ambulances cost and why the reserve funds need to be left alone so they can save for future purchases.

Council, staff, Casey, and Donny discussed the funds and the reasons why an increase is needed to keep our fire and EMS going. They also discussed the possibility of an annexation with rural and that there is a lot of equipment that needs to be replaced because it is so old. Council discussed the steps to take next and when this rate should be reviewed yearly. Then, they discussed getting a list of needs for equipment and putting together a committee for review.

Council also discussed a rotation schedule for the equipment and a precise amount to present to the public with reasons why it is that much. Casey and Donny have been pursuing grants and have gotten three out of the five they applied for.

Coy Wilde said I have been thinking on this for a while. You could add a gas tax to fund this. You need to figure the rate of water for the fires as well and the citizens should pay the water used to put out their fires. I thought that was the fairest way to go about this.

Mike O'Connor Arch Street said I don't recall the same discussion from the last meeting.

Matt Later S Third said I want to express gratitude to our fire and EMS people and all of their hard work.

Kevin Marsh N. Bellwood said what happens to people with wells or septic tanks. Mayor Hawkins discussed this with Mr. Marsh. Council discussed this topic with Mr. Marsh. They also discussed the annexation into rural and how that works. They also discussed the other details surrounding this topic.



Council discussed the property tax rate versus a fee from the city.

**4. COMMITTEE DISCUSSIONS:**

**5. ORDINANCE/CHARTER REVIEW:**

a) Explanation of Livability Code

Mayor Hawkins said the reason this came up at all is because of complaints from citizens having issues with their neighbors. There were many people here, there is not much we can do about it. In order to address those concerns, we found a code another city had just to look at. This is just to help us address the issues that have been brought to our attention. The way our ordinances are written we can not do much. We are just looking at it to answer those concerns. This was never passed, and it is just for ideas. It was just for information.

Mike O'Connor discussed the livability code with Council. Council clarified that they were just looking at it. It is a draft; it was never passed. A heated discussion occurred where many people are talking over one another.

**6. OTHER:**

**7. ADJOURNMENT:**

This meeting adjourned at 7:04 p.m.

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Mayor

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City Administrator



# Memorandum

**Subject:** Office Manager Report  
**Meeting:** City Council - Jan 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Laura Dodds, Office Manager

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**ATTACHED:**

[AP's December 2023](#)

[Expenses December 2023](#)

[Office Manager Report January 2024](#)

[Revenues December 2023](#)

# Council Approval Report (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
2	76189	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	12/13/23	CDBG	12/15/23	\$5,840.00	\$5,840.00	240-000-5405990	CDBG Water Grant	\$1,250,000.00	\$977,162.89
							<u>\$5,840.00</u>				
4		Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	12/13/23	city hall	12/15/23	\$129.12	\$129.12	100-110-5202501	Heat	\$1,300.00	\$1,201.31
							\$129.14	200-200-5202501	Heat	\$7,500.00	\$7,170.22
							\$129.14	300-300-5202501	Heat	\$4,000.00	\$3,504.46
							\$17.34	300-300-5202501	Heat	\$4,000.00	\$3,504.46
							\$273.76	300-300-5202501	Heat	\$4,000.00	\$3,504.46
							\$237.47	600-600-5202501	Heat	\$2,500.00	\$2,295.21
							\$163.12	800-800-5202501	Heat	\$3,000.00	\$2,733.08
							\$10.71	800-800-5202501	Heat	\$3,000.00	\$2,733.08
150	80143848	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	12/13/23	meter read program	12/15/23	\$29.37	\$29.37	200-200-5203800	IT/Computer/Software	\$7,500.00	\$2,170.76
							\$29.37	300-300-5203800	IT/Computer/Software	\$8,500.00	\$2,775.07
							<u>\$58.74</u>				
6		Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	12/13/23	city well	12/15/23	\$29.09	\$29.09	200-200-5202570	Telephone/Cell	\$5,500.00	\$3,390.68
							\$53.53	200-200-5202570	Telephone/Cell	\$5,500.00	\$3,390.68
							\$53.52	500-500-5202570	Telephone/Cell	\$650.00	\$483.79
							\$69.35	600-600-5202570	Telephone/Cell	\$1,200.00	\$760.24
							\$86.19	600-600-5202570	IT/Computer/Software	\$3,500.00	\$2,099.79
							<u>\$291.68</u>				
501	Dec '23	Country Culture Goods, 1105 E Fulton, Union, OR, 97883	12/13/23	ranger station proj house #2	12/15/23	\$108.00	\$108.00	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
							<u>\$108.00</u>				
218	Dec '23	Daggett, Heather, PO Box 865, Union, OR, 97883	12/12/23	cell phone stipend - 6 months	12/15/23	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$800.00	\$800.00
							\$80.00	200-200-5202570	Telephone/Cell	\$5,500.00	\$3,390.68
							\$80.00	300-300-5202570	Telephone/Cell	\$3,000.00	\$1,689.01
							<u>\$240.00</u>				
427	23-011	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	12/13/23	airbnb contract services	12/15/23	\$856.56	\$856.56	800-800-5202190	Contract Services	\$24,000.00	\$18,754.47
							<u>\$856.56</u>				
402	Dec '23	Davenport, Chelsea, PO Box 946, Union, OR, 97883	12/13/23	ranger station proj house #2	12/15/23	\$375.75	\$375.75	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21

# Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	93352	12/13/23	copier contract	12/15/23	\$17.56	\$17.56	\$375.75	100-110-5202190	Contract Services	\$7,500.00	\$1,523.06
56	George, Robin, PO Box 906, Union, OR, 97883	Dec '23	12/12/23	cell phone stipend - 6 months	12/15/23	\$80.00	\$80.00	\$240.00	100-110-5202570	Telephone/Cell	\$800.00	\$800.00
244	Government Ethics Commission, 155 Cottage St. NE, Attn: Cashier, Salem, OR, 97301	AIE18742	12/13/23	ethic commission assessment fees	12/15/23	\$945.68	\$945.68	\$945.68	100-110-5202600	Dues/License/Certs	\$4,000.00	\$1,751.35
10	Hometown Hardware, PO Box 1024, Union, OR, 97883	56655	12/13/23	park supplies	12/15/23	\$93.45	\$93.45	\$93.45	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,443.66
500	Hotshot Woodworks LLC, 115 Elm Street Suite 6, La Grande, OR, 97850	862577	12/13/23	ranger station proj house #2	12/15/23	\$600.00	\$600.00	\$600.00	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
502	Integrated Underwater Services LLC, 7074 Portal Way Suite 110, Ferndale, WA, 98248	2135	12/13/23	water tank inspection	12/15/23	\$3,825.00	\$3,825.00	\$3,825.00	210-000-5404500	System Improvements	\$562,500.00	\$562,500.00
64	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850	Aug '23 shared run	12/12/23	shared als runs	12/15/23	\$1,831.00	\$1,831.00	\$1,831.00	700-720-5202152	Billing/ALS Fees	\$13,500.00	(\$6,496.12)
499	Lexipol, LLC, 2611Internet Blvd Suite 100, Frisco, TX, 75034-9085	INVPRA122575	12/13/23	training platform/program	12/15/23	\$1,735.00	\$1,735.00	\$1,735.00	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$11,923.04
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	21418929	12/13/23	ambulance supplies	12/15/23	\$858.10	\$858.10	\$858.10	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$11,923.04

# Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		21451772	12/13/23	ambulance supplies	12/13/23	\$126.90	\$126.90	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$11,923.04
							\$985.00				
458	Michael Becker General Contractor Inc., PO Box 1159, La Grande, OR, 97850		12/15/23		12/15/23	\$10,393.00	\$10,393.00	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$977,162.89
	Payment #4		12/13/23	CDBG			\$10,393.00				
215	Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927		12/15/23		12/15/23	\$2,655.42	\$2,655.42	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$29,814.29
	805923-IN		12/13/23	treatment plant supplies			\$2,655.42				
14	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850		12/15/23		12/15/23	\$113.50	\$113.50	100-130-5202820	Maintenance (Building &	\$2,000.00	\$1,475.85
50412	12/13/23 extension cords		12/15/23		12/15/23	\$67.94	\$67.94	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
48501	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$433.88	\$433.88	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
48603	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$71.91	\$71.91	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
48698	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$133.83	\$133.83	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
49019	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$124.46	\$124.46	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
49118	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$75.10	\$75.10	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
49211	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$953.64	\$953.64	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
49706	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$618.54	\$618.54	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
49784	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$338.77	\$338.77	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
49787	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$102.96	\$102.96	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
49802	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$91.93	\$91.93	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
49990	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$264.66	\$264.66	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
50314	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$78.46	\$78.46	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
50315	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$22.66	\$22.66	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
50367	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$140.49	\$140.49	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
50932	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$387.98	\$387.98	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
51037	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$107.30	\$107.30	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
51197	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$11.89	\$11.89	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
51213	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$482.03	\$482.03	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
51997	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$26.40	\$26.40	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
52039	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$37.97	\$37.97	115-000-5403203	Land/Buildings	\$435,710.00	\$324,659.21
52138	12/13/23 ranger station proj house #2		12/15/23		12/15/23	\$35.99	\$35.99	300-300-5202820	Maintenance (Building &	\$3,500.00	\$3,500.00
50412	12/13/23 screen bldg door knob		12/15/23		12/15/23	\$1,073.80	\$1,073.80	310-000-5404550	Treatment Facility Improv	\$464,750.00	\$176,378.11
48462	12/13/23 screw screen building		12/15/23		12/15/23	\$91.80	\$91.80	310-000-5404550	Treatment Facility Improv	\$464,750.00	\$176,378.11
50412	12/13/23 screw screen bldg		12/15/23		12/15/23		\$5,887.89				
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144		12/15/23		12/15/23	\$73.80	\$73.80	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$11,923.04
39325770	12/12/23 ambulance supplies						\$73.80				

# Council Approval Report (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	18									
	3110503	12/13/23	water locates	12/15/23	\$4.20	\$4.20	200-200-5202110	Legal/Attorney Services	\$750.00	\$3.75
	3110503	12/13/23	sewer locates	12/15/23	\$4.20	\$4.20	300-300-5202110	Legal/Attorney Services	\$1,000.00	\$991.25
<b>\$8.40</b>										
O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	17									
	657	12/13/23	computer stand	12/15/23	\$60.00	\$60.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,680.18
	658	12/13/23	rackspace issue resolved	12/15/23	\$50.00	\$50.00	100-110-5203800	IT/Computer/Software	\$8,000.00	\$2,569.21
	Dec '23	12/12/23	IT services	12/15/23	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$8,000.00	\$2,569.21
	Dec '23	12/12/23	IT services	12/15/23	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$250.00	\$92.72
	659	12/13/23	cameras	12/15/23	\$20.00	\$20.00	135-000-5404950	Park Improvements	\$28,013.00	\$26,541.75
	660	12/13/23	cameras	12/15/23	\$3,298.96	\$3,298.96	135-000-5404950	Park Improvements	\$28,013.00	\$26,541.75
	Dec '23	12/12/23	IT services	12/15/23	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$7,500.00	\$2,170.76
	Dec '23	12/12/23	IT services	12/15/23	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$8,500.00	\$2,775.07
	Dec '23	12/12/23	IT services	12/15/23	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$804.03
	Dec '23	12/12/23	IT services	12/15/23	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$3,500.00	\$2,099.79
	Dec '23	12/12/23	IT services	12/15/23	\$10.00	\$10.00	700-710-5203800	IT/Computer/Software	\$500.00	\$281.43
	Dec '23	12/12/23	IT services	12/15/23	\$10.00	\$10.00	700-720-5203800	IT/Computer/Software	\$1,000.00	\$728.19
	Dec '23	12/12/23	IT services	12/15/23	\$10.00	\$10.00	800-800-5203800	IT/Computer/Software	\$500.00	\$342.72
<b>\$4,228.96</b>										
Oxarc, PO Box 2605, Spokane, WA, 99220-2605	20									
	31940770	12/12/23	treatment plant supplies	12/15/23	\$3,127.62	\$3,127.62	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$29,814.29
<b>\$3,127.62</b>										
Phillips, Paul, PO Box 244, Union, OR, 97883	55									
	Dec '23	12/12/23	cell phone stipend - 6 months	12/15/23	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$800.00	\$800.00
	Dec '23	12/12/23	cell phone stipend - 6 months	12/15/23	\$80.00	\$80.00	200-200-5202570	Telephone/Cell	\$5,500.00	\$3,390.68
	Dec '23	12/12/23	cell phone stipend - 6 months	12/15/23	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,000.00	\$1,689.01
<b>\$240.00</b>										
SAIF Corp, 400 High Street SE, Salem, OR, 97312	366									
	1001308096	12/12/23	workmans comp	12/15/23	\$28.94	\$28.94	100-110-5202710	Insurance/Property/Liabili	\$7,000.00	\$3,241.08
	1001308096	12/12/23	workmans comp	12/15/23	\$69.99	\$69.99	200-200-5202710	Insurance/Property/Liabili	\$27,500.00	\$8,904.90
	1001308096	12/12/23	workmans comp	12/15/23	\$69.99	\$69.99	300-300-5202710	Insurance/Property/Liabili	\$27,500.00	\$8,904.90
	1001308096	12/12/23	workmans comp	12/15/23	\$24.14	\$24.14	500-500-5202710	Insurance/Property/Liabili	\$5,000.00	\$2,593.64
	1001308096	12/12/23	workmans comp	12/15/23	\$6.04	\$6.04	600-600-5202710	Insurance/Property/Liabili	\$4,500.00	\$1,082.90
	1001308096	12/12/23	workmans comp	12/15/23	\$18.10	\$18.10	700-710-5202710	Insurance/Property/Liabili	\$12,500.00	\$2,035.01
	1001308096	12/12/23	workmans comp	12/15/23	\$18.10	\$18.10	700-720-5202710	Insurance/Property/Liabili	\$12,500.00	\$2,035.01
<b>\$241.34</b>										
439			The Automation Group, 4678 Isabelle Street, Eugene, OR, 97402	12/15/23	\$6.04	\$6.04	800-800-5202710	Insurance/Property/Liabili	\$4,250.00	\$761.68

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

[illegible]

**Council Approval Report**  
(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		Dec '23	12/13/23	city well	12/15/23	\$173.52	\$173.52	200-200-5202570	Telephone/Cell	\$5,500.00	\$3,390.68
		Dec '23	12/13/23	treatment plant	12/15/23	\$171.86	\$171.86	300-300-5202570	Telephone/Cell	\$3,000.00	\$1,689.01
							<b>\$345.38</b>				
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416										
Dec '23	12/13/23	internet/park cameras	12/15/23			\$70.00	\$70.00	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,443.66
							<b>\$70.00</b>				
							<b>\$67,208.74</b>				

**Total Bills To Pay:**



## City of Union

## Expenditures Register Approval

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

Approved for distribution on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Council Member

*Maddie P* *12/13/23*

Council Member

*Anta Boya Davis* *12-13-23*

City Administrator

*Roberta Vandervell*

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

Department	2023-2024 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
<b>GENERAL FUND</b>					
Administration	\$ 532,682.00	\$ 8,460.36	\$ 101,382.23	\$ 431,299.77	19.0%
Building Maintenance Rsv	\$ 467,210.00	\$ 16,871.55	\$ 127,922.34	\$ 339,287.66	27.4%
Vehicle/Equip Rsv	\$ 153,800.00		\$ 11,707.55	\$ 142,092.45	7.6%
Public Safety	\$ 94,920.00	\$ 1,756.93	\$ 36,316.42	\$ 58,603.58	38.3%
Emergency Event	\$ 547,650.00		\$ -	\$ 547,650.00	0.0%
Parks Department	\$ 44,251.00	\$ 1,594.28	\$ 12,131.34	\$ 32,119.66	27.4%
Park Rsv	\$ 29,013.00	\$ 3,318.96	\$ 4,790.21	\$ 24,222.79	16.5%
Special Tree Fund	\$ 12,930.00		\$ -	\$ 12,930.00	0.0%
Court	\$ 2,975.00	\$ 10.00	\$ 792.28	\$ 2,182.72	26.6%
Recycling	\$ 900.00		\$ 260.73	\$ 639.27	29.0%
Planning	\$ 26,363.00	\$ 1,090.01	\$ 9,645.48	\$ 16,717.52	36.6%
<b>Total General Fund</b>	<b>\$ 1,912,694.00</b>	<b>\$33,102.09</b>	<b>\$304,948.58</b>	<b>\$ 1,607,745.42</b>	<b>15.9%</b>
<b>WATER FUND</b>					
Water Department	\$ 870,275.00	\$ 15,481.97	\$ 156,451.05	\$ 713,823.95	18.0%
Water Rsv	\$ 1,862,500.00	\$ 20,058.00	\$ 292,895.11	\$ 1,569,604.89	15.7%
<b>Total Water Fund</b>	<b>\$ 2,732,775.00</b>	<b>\$ 35,539.97</b>	<b>\$449,346.16</b>	<b>\$ 2,283,428.84</b>	<b>16.4%</b>
<b>SEWER FUND</b>					
Sewer Department	\$ 823,300.00	\$ 21,279.58	\$ 184,099.74	\$ 639,200.26	22.4%
Sewer Rsv	\$ 554,750.00	\$ 5,857.37	\$ 305,614.63	\$ 249,135.37	55.1%
Sewer Debt	\$ 377,833.00		\$ 73,429.85	\$ 304,403.15	19.4%
<b>Total Sewer Fund</b>	<b>\$ 1,755,883.00</b>	<b>\$ 27,136.95</b>	<b>\$563,144.22</b>	<b>\$ 1,192,738.78</b>	<b>32.1%</b>
<b>SYSTEM DEVELOPMENT FUND (SDC)</b>					
System Development	\$ 98,826.00		\$ -	\$ 98,826.00	0.0%
<b>Total SDC</b>	<b>\$ 98,826.00</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$ 98,826.00</b>	<b>0.0%</b>
<b>STREET FUND</b>					
Street Department	\$ 337,000.00	\$ 5,426.56	\$ 59,573.85	\$ 277,426.15	17.7%
Street Rsv	\$ 606,867.00		\$ 15,591.60	\$ 591,275.40	2.6%
Bike/Ped Path	\$ 77,962.00		\$ -	\$ 77,962.00	0.0%
<b>Total Street Fund</b>	<b>\$ 1,021,829.00</b>	<b>\$ 5,426.56</b>	<b>\$75,165.45</b>	<b>\$ 946,663.55</b>	<b>7.4%</b>
<b>LIBRARY FUND</b>					
Library Department	\$ 237,250.00	\$ 7,577.12	\$ 57,875.13	\$ 179,374.87	24.4%
<b>Total Library Fund</b>	<b>\$ 237,250.00</b>	<b>\$ 7,577.12</b>	<b>\$57,875.13</b>	<b>\$ 179,374.87</b>	<b>24.4%</b>

EMERGENCY SERVICES FUND					
Unappropriated Funds	\$	36,446.00		\$	-
Fire Department	\$	140,552.00	\$	42,070.41	29.9%
Ambulance Department	\$	174,252.00	\$	71,178.89	40.8%
EMS Vehicle/Equip Rsv	\$	271,293.00	\$	21,305.02	7.9%
<b>Total EMS Fund</b>	\$	586,097.00	\$	134,554.32	23.0%

RANGER STATION FUND					
Ranger Station	\$	88,450.00	\$	22,005.70	24.9%
<b>Total Ranger Station</b>	\$	88,450.00	\$	\$22,005.70	24.9%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
DRL Fees/Loans	\$	36,653.00	\$	-	0.0%
<b>Total DRL</b>	\$	36,653.00	\$	\$0.00	0.0%

<b>GRAND TOTAL</b>	\$	8,470,457.00	\$	\$1,607,039.56	19.0%
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## City of Union, Oregon

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

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

*Home to the Buffalo Peak Golf Course*

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### MEMORANDUM

January 2, 2024

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

SUBJECT: Office Manager Staff Report – December 2023

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$170,711.57**
- ❖ Total expenditures for the month: **\$124,455.27**
- ❖ A total of **\$102,406.16** was billed out in utility bills for the month
- ❖ We will be delivering delinquent notices on January 3rd. Delinquent accounts will be shut off if no attempt is made to pay or payment arrangements made by January 9th. Shut off date will be January 10th. If a delinquent account is unpaid by the due date services will be shut off and the account will then be due in full to have services restored.
- ❖ Total amount billed for late fees assessed **\$1297.50**
- ❖ Airbnb Revenue for December, 2023, before cleaning and management fees: **\$2450.22**
- ❖ 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 for the month of December.



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

Source	2023-2024 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
<b>GENERAL FUND</b>					
Beginning Cash	\$ 1,237,493.00	\$ -		\$ 1,237,493.00	0.0%
Property Taxes	\$ 170,000.00	\$ 27,634.76	\$ 171,321.89	\$ (1,321.89)	100.8%
Delinquent Taxes	\$ 6,000.00	\$ 69.89	\$ 3,694.55	\$ 2,305.45	61.6%
Interest	\$ 1,500.00		\$ 721.37	\$ 778.63	48.1%
Franchise Fees	\$ 100,000.00		\$ 47,037.66	\$ 52,962.34	47.0%
Oregon Liquor Revenue	\$ 36,000.00	\$ 3,622.73	\$ 21,219.06	\$ 14,780.94	58.9%
Cigarette Tax	\$ 1,200.00	\$ 118.07	\$ 923.35	\$ 276.65	76.9%
Oregon Shared Revenue	\$ 23,500.00		\$ 12,291.50	\$ 11,208.50	52.3%
Transient Lodging Tax	\$ 1,500.00		\$ 2,072.79	\$ (572.79)	138.2%
Liquor License Fees	\$ 175.00		\$ 90.00	\$ 85.00	51.4%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 2,500.00		\$ 2,310.00	\$ 190.00	92.4%
Burn Permits	\$ 1,200.00	\$ 50.00	\$ 240.00	\$ 960.00	20.0%
Court Fines	\$ 750.00		\$ 250.00	\$ 500.00	33.3%
City Surplus Sales	\$ 1,000.00		\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 646.02	\$ 8,487.53	\$ 1,512.47	84.9%
COVID Funds	\$ -	\$ -	\$ -	\$ -	
Transfers From Other Funds	\$ 325,420.00	\$ -	\$ -	\$ 325,420.00	0.0%
<b>Total General Fund</b>	<b>\$ 1,918,338.00</b>	<b>\$ 32,141.47</b>	<b>\$270,659.70</b>	<b>\$ 1,647,678.30</b>	<b>14.1%</b>
<b>WATER FUND</b>					
Cash on Hand	\$ 812,075.00	\$ -		\$ 812,075.00	0.0%
Interest	\$ 1,500.00		\$ 1,073.08	\$ 426.92	71.5%
Water Bills	\$ 510,000.00	\$ 39,755.86	\$ 284,186.76	\$ 225,813.24	55.7%
Set-up Fees	\$ 1,200.00	\$ 25.00	\$ 500.00	\$ 700.00	41.7%
Installation Fees	\$ 5,000.00		\$ 3,310.00	\$ 1,690.00	66.2%
CDBG Grant	\$ 1,250,000.00		\$ 266,180.00	\$ 983,820.00	21.3%
Transfers In	\$ 150,000.00		\$ -	\$ 150,000.00	0.0%
Misc Revenue	\$ 3,000.00		\$ 592.07	\$ 2,407.93	19.7%
<b>Total Water Fund</b>	<b>\$ 2,732,775.00</b>	<b>\$ 39,780.86</b>	<b>\$ 555,841.91</b>	<b>\$ 2,176,933.09</b>	<b>20.3%</b>
<b>SEWER FUND</b>					
Cash on Hand	\$ 742,583.00	\$ -		\$ 742,583.00	0.0%
Interest	\$ 1,500.00		\$ 1,073.08	\$ 426.92	71.5%
Sewer Bills	\$ 620,000.00	\$ 53,253.68	\$ 320,610.99	\$ 299,389.01	51.7%
Set-up Fees	\$ 1,000.00	\$ 25.00	\$ 500.00	\$ 500.00	50.0%
Septic Fees	\$ 100.00		\$ 50.00	\$ 50.00	50.0%
Installation Fees	\$ 3,500.00		\$ 2,900.00	\$ 600.00	82.9%
Billed Labs	\$ 2,500.00		\$ 275.00	\$ 2,225.00	11.0%
Transfers In	\$ 383,500.00		\$ -	\$ 383,500.00	0.0%



Misc Revenue	\$ 1,200.00		\$ 502.09	\$ 697.91	41.8%
<b>Total Sewer Fund</b>	\$ 1,755,883.00	\$ 53,278.68	\$325,911.16	\$ 1,429,971.84	18.6%

**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%
<b>Total SDC</b>	\$ 98,826.00	\$ -	\$ -	\$ 98,826.00	0.0%

**STREET FUND**

Cash on Hand	\$ 411,937.00	\$ -		\$ 411,937.00	0.0%
State Gas Taxes	\$ 160,000.00	\$ 15,114.11	\$ 85,019.57	\$ 74,980.43	53.1%
Street Install Fees	\$ 500.00		\$ 2,250.00	\$ (1,750.00)	450.0%
Park Lights Grant	\$ -	\$ -	\$ -	\$ -	
Bridge STIP	\$ 316,392.00		\$ -	\$ 316,392.00	0.0%
Transfers from Other Funds	\$ 133,000.00		\$ -	\$ 133,000.00	0.0%
<b>Total Street Fund</b>	\$ 1,021,829.00	\$ 15,114.11	\$ 87,269.57	\$ 934,559.43	8.5%

**LIBRARY FUND**

Cash on Hand	\$ 110,500.00	\$ -		\$ 110,500.00	0.0%
Taxes Levied	\$ 120,000.00	\$ 18,488.24	\$ 117,321.75	\$ 2,678.25	97.8%
Grant Funds	\$ 1,750.00		\$ -	\$ 1,750.00	0.0%
Misc Revenue	\$ 5,000.00	\$ 86.78	\$ 527.74	\$ 4,472.26	10.6%
<b>Total Library Fund</b>	\$ 237,250.00	\$ 18,575.02	\$ 117,849.49	\$ 119,400.51	49.7%

**EMERGENCY SERVICES FUND**

Cash on Hand	\$ 358,543.00	\$ -		\$ 358,543.00	0.0%
Interest	\$ 750.00		\$ 536.55	\$ 213.45	71.5%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,717.64	\$ 64,240.45	\$ 60,759.55	51.4%
Ambulance Svc Fees	\$ 65,000.00	\$ 1,003.79	\$ 45,778.69	\$ 19,221.31	70.4%
Burn Permits	\$ 1,250.00	\$ 50.00	\$ 240.00	\$ 1,010.00	19.2%
Transfers In	\$ 70,000.00		\$ -	\$ 70,000.00	0.0%
Misc Income	\$ 1,000.00	\$ 50.00	\$ 3,491.62	\$ (2,491.62)	349.2%
Grant Funds	\$ 1,000.00		\$ 16,000.00	\$ (15,000.00)	1600.0%
<b>Total EMS Fund</b>	\$ 622,543.00	\$ 11,821.43	\$ 114,287.31	\$ 508,255.69	18.4%

**RANGER STATION FUND**

Cash on Hand	\$ 16,100.00	\$ -		\$ 16,100.00	0.0%
Interest	\$ 250.00		\$ 178.74	\$ 71.26	71.5%
Rent	\$ 35,000.00		\$ 15,110.14	\$ 19,889.86	43.2%
Transfers In	\$ 20,000.00		\$ -	\$ 20,000.00	0.0%
Grant Funds	\$ 17,000.00		\$ -	\$ 17,000.00	0.0%
Misc Revenue	\$ 100.00		\$ 50.00	\$ 50.00	50.0%
<b>Total Ranger Station</b>	\$ 88,450.00	\$ -	\$ 15,338.88	\$ 73,111.12	17.3%

**DOWNTOWN REVOLVING LOAN FUND (DRL)**

Cash on Hand	\$ 36,538.00	\$ -		\$ 36,538.00	0.0%
Interest	\$ 15.00	\$ -	\$ -	\$ 15.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In	\$ -		\$ -	\$ -	0.0%
Loan Payments Rec'd	\$ 100.00		\$ -	\$ 100.00	0.0%
<b>Total DRL</b>	\$ 36,653.00	\$ -	\$ -	\$ 36,653.00	0.0%
<b>GRAND TOTAL</b>	\$ 8,512,547.00	\$ 170,711.57	\$ 1,487,158.02	\$ 7,025,388.98	17.5%



# Memorandum

**Subject:** Library Monthly Report  
**Meeting:** City Council - Jan 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Tiffany Derichsweiler, Library Lead

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**ATTACHED:**  
[Library Monthly Report December 2023](#)



## December Monthly Report 2023

	Statistics	
	This Year	Last Year
Patron Count	879	672
Circulation Count:	1077	906
Adult	560	416
Children	517	490
Audios	62	58
Videos	214	204
Music CD's	0	0
Materials Added	87	111
Materials Discarded		1
Reference Questions	15	26
Programs for Patrons	10	4
Participants	178	40
Computer Usage	1,322,230	313601
New Patrons	8	8
ILL Requests	347	144
Notary	4	7

## Events and Additions:

Library closed 12/25 & 12/26

Selfies with Santa 12/20-22

Open House/Christmas Party 12/15; 54 in attendance

Community member got prizes for finding our elf.

Won 2nd place in the Christmas parade.

We gave away 17 cocoa mugs to celebrate Jolabokaflokkur.

12/18 after school movie night.

Ms. Walden's 4th grade class has custom story time every month.

We set out a bead station for the kids.

2 adult craft nights in December: painted ceramics, & heirloom ornaments.

Lite bright station.



# Memorandum

**Subject:** Ordinance Officer Monthly Report  
**Meeting:** City Council - Jan 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Dianna Arena, Ordinance Officer

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**ATTACHED:**  
[Ordinance Officer Monthly Report December 2023](#)

## City of Union, Oregon

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

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

*Home to the Buffalo Peak Golf Course*

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### DECEMBER 2023

**To:**

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

**From:**

Dianna Arena-Ordinance Officer

**Complaints:**

1- Regarding a trailer of wood bark parked in the city right of way for longer than the allowed time. Reached out to property owner via a voicemail...trailer was removed.

1- Regarding dogs running out and barking at resident, scaring her, whenever she goes outside. Gave her the non-emergency line for the sheriff's department (animal control), They should be able to connect her with someone to help.

1-Call came into city hall regarding overgrowth of kochia weeds at property off E. Arch St. A letter has been sent to the property owners.

1-Received a concern about a resident driving/parking on the city right of way of a neighbor that is crossing over the water meter. He is worried that it will break the meter and be held responsible for the damage. Public works was contacted and is handling the situation (considering placing a metal lid over it).

1-resident came in saying that there had been a van parked on main St. for a long time. Went out and checked Main St. and found nothing.

**Questions:**

1-Resident was curious about how to go about purchasing a burn permit (ins and outs of it) for property addresses and was also curious if you had to get a permit to sell "things" on main street (wood/vehicles, etc). Explained how to come to city hall to purchase a \$10 permit for each address they would be burning at...and that "no" no one is to sell anything on main street.

**Letters Sent:**

1 R.O.W. Issue- contacted resident-complied



# Memorandum

**Subject:** Sheriff's Monthly Report  
**Meeting:** City Council - Jan 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Roberta Vanderwall, Administrator

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**ATTACHED:**

[Sheriff's Report December 2023](#)

[Sheriff's Hours December 2023](#)

[Sheriff's Yearly Hours 2023](#)

## *Union Activities –December 2023*

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

<b>HOURS</b>	<b>128.5</b>
<b>Vacation/Sick Hours taken</b>	<b>0</b>
<b>Total Hours</b>	<b>0</b>
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	0
WARNINGS	0
ARRESTS	1
CALLS FOR SERVICE	29
FI'S	22
WALK-INS	0
REPORTS	5
TOWS/IMPOUNDS	0
OTHER	0

### Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol  
 Extra patrol in areas requested done throughout the month  
 Field interrogations and follow up done as needed throughout the month  
 Traffic warnings given throughout the month  
 Information taken for found property  
 Responded for a downed power line, OTEC contacted  
 Deputy assisted with a disabled vehicle  
 One person warned for trespass  
 Threatened suicidal person, information taken  
 Attempt to locate a suspicious vehicle, UTL  
 Report taken for a non-injury MVA  
 Report taken for vandalism  
 Report taken for theft  
 Deputy assisted Union Ambulance  
 Deputy trespassed an individual from a residence  
 Report taken for theft from a business  
 Report taken for Child abuse  
 One juvenile runaway located and arrested  
 Deputy recovered stolen vehicle  
 Report taken for a runaway juvenile  
 Report of a welfare check  
 Deputy assisted a suicidal person  
 Deputy conducted a welfare check, determined to be code 4.  
 Responded for a Domestic Disturbance, Subjects counseled

Deputy assisted a citizen locked out of vehicle  
Deputy assisted with a civil disturbance  
Information taken for a report of emotional abuse  
Deputy responded for a burglary alarm, determined to be false  
Person counseled regarding a parking complaint

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1																	0.00
2																	0.00
3							1.5										1.50
4															9		9.00
5															9		9.00
6															8		8.00
7															9		9.00
8																	0.00
9																	0.00
10																	0.00
11															7		7.00
12															10		10.00
13															7		7.00
14															6		6.00
15																	0.00
16																	0.00
17																	0.00
18															9		9.00
19															8		8.00
20															10		10.00
21															5		5.00
22																	0.00
23																	0.00
24																	0.00
25															10		10.00
26															10		10.00
27															6		6.00
28															4		4.00
29																	0.00
30																	0.00
31																	0.00
Pub Total	0.00	0.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.00	0.00	128.50
Total Hrs	128.50	December															

Union 2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	8.50	7.00	0.00	9.00	0.00	0.00	8.00	0.00	0.00	9.00	0.00
2	8.00	0.00	0.00	12.00	10.00	10.00	0.00	8.00	0.00	8.00	6.00	0.00
3	8.00	0.00	0.00	6.00	10.00	10.00	10.00	6.00	0.00	11.25	0.00	1.50
4	7.00	0.00	0.00	8.00	0.00	0.00	10.00	0.00	10.00	10.00	0.00	9.00
5	0.00	8.00	0.00	7.00	0.00	0.00	10.00	1.50	10.00	0.00	0.00	9.00
6	0.00	9.00	10.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	8.00	8.00
7	0.00	10.00	10.00	0.00	10.00	0.00	7.00	6.00	8.00	0.00	12.50	9.00
8	10.00	6.00	10.00	0.00	9.50	11.00	0.00	0.00	8.00	1.00	8.00	0.00
9	11.50	0.00	0.00	11.50	9.00	21.00	5.50	0.00	0.00	8.00	8.50	0.00
10	8.00	0.00	0.00	8.00	11.50	22.75	17.00	5.00	1.00	12.50	0.00	0.00
11	7.00	0.00	0.00	13.00	0.00	10.50	10.00	1.00	8.00	7.00	0.00	7.00
12	0.00	10.00	0.00	8.00	0.00	1.00	6.00	0.00	10.00	6.00	0.00	10.00
13	0.00	8.00	10.00	0.00	0.00	0.00	6.00	0.00	9.00	0.00	10.00	7.00
14	0.00	6.00	10.00	0.00	0.00	0.50	0.00	6.00	6.00	0.00	10.00	6.00
15	10.00	7.00	10.00	0.00	0.00	10.00	0.00	4.50	0.00	0.00	7.00	0.00
16	9.00	0.00	0.00	9.00	0.00	8.00	0.00	6.00	0.00	10.00	5.00	0.00
17	9.00	0.00	0.00	8.00	0.00	0.00	10.00	6.00	0.00	8.00	0.00	0.00
18	6.00	0.00	0.00	8.00	0.00	0.00	9.00	0.00	9.00	7.00	0.00	9.00
19	0.00	8.00	7.00	6.00	0.00	10.00	8.00	0.00	7.00	6.00	0.00	8.00
20	0.00	13.50	8.00	0.00	0.00	10.00	6.00	1.00	12.00	0.00	0.00	10.00
21	0.00	8.00	7.00	0.00	0.00	10.00	0.00	8.00	7.00	1.00	0.00	5.00
22	0.00	8.00	13.50	0.00	10.00	10.00	0.00	5.00	4.00	2.50	6.00	0.00
23	7.00	0.00	0.00	8.00	13.00	0.00	0.00	9.00	5.00	10.00	4.00	0.00
24	10.00	0.00	0.00	8.00	9.00	0.00	7.00	7.00	0.00	6.00	0.00	0.00
25	10.00	0.00	0.00	7.00	0.00	0.00	7.50	1.50	8.00	6.00	0.00	10.00
26	0.00	10.00	9.00	8.00	0.00	9.00	9.00	0.00	0.00	10.00	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	10.00	6.00
28	0.00	10.00	8.00	0.00	8.00	10.00	0.00	9.00	6.00	9.00	8.00	4.00
29	10.00	0.00	9.00	0.00	8.50	7.00	0.00	8.00	0.00	3.00	10.00	0.00
30	10.00	0.00	0.00	4.00	9.00	0.00	0.00	6.00	0.000	10.00	5.00	0.00
31	7.00	0.00	0.00	0.00	8.00	0.00	10.00	6.00	0.00	9.00	0.00	0.00
Total	147.5	138.5	138.50	139.50	134.50	180.3	155.00	118.50	148.0	162.75	127.00	128.50

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	27.50	18.50	18.50	19.50	14.50	60.25	35.00	(1.50)	28.00	42.75	7.00	8.50





# Memorandum

**Subject:** Admin Monthly Report  
**Meeting:** City Council - Jan 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Roberta Vanderwall, Administrator

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**ATTACHED:**  
[Admin Monthly Report December 2023](#)

## City Administrator's Monthly Report for December

- Message Doug Manning regarding livability ordinance discussion
- Review changes to the Agenda/Meeting packet
- T/w Paul regarding delinquent testing notice from OHA
- Staff meeting
- T/w Laura regarding water/sewer rate ordinance and when we increase setting fees
- Zoom meeting for EZCitation Demo with Dianna Arena.
- Interviews for the Library for PT Library Tech
- Renew ESRI membership for mapping
- T/w Dave Wilder and Phil Tracy from Anderson Perry regarding a right of way on Willowdale and First/College. Stitzel residence. Reviewed reviewed maps. Dave will contact the assessor for clarification.
- Discussed with Dave the LUCS form DEQ said is required. The property in question is in the UGB and the LUCS needs to be completed by the County not City. Dave will send Scott Hartel, Union County Planner the LUCS form to fill out.
- T/w Dick Middleton regarding the Kennon Appeal and the process. Also, got clarification from Paige Sully regarding ex-parte' contact.
- Met with John Bowling regarding a building permit.
- California trip from December 14<sup>th</sup>-29<sup>th</sup>.

Roberta Vanderwall  
Interim City Administrator



# Memorandum

**Subject:** Public Works Monthly Report  
**Meeting:** City Council - Jan 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Paul Phillips, Public Works Lead

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**ATTACHED:**

[Public Works Monthly Report December 2023.](#)

## Council Report for Public Works December 2023

We did a water 2" water service line tap on West Bryan and South 10<sup>th</sup>. We had some issues with our tapping machine and ended up shutting down the mainline and tapping it. We are going to try to recreate the scene and see if it is time for a new tapping machine as the one, we use is over 20 years old or what the issue is.

The meters have been read for the month the test results from our source water system test have been submitted to the state.

Our annual state milage report has been submitted to the state. Trying to do a little budget work and plan for this coming summer. You have a copy of our proposed chipseal work for this summer. The small dump truck is ready to plow snow or apply sand to roads if it is needed.

The Ranger Station middle unit is still waiting on the electrician to complete his finish work so we can proceed.

Cleaned the filter system on the new wastewater treatment plant screw screen and have been working on finishing the inside of the building up by insulating it.

Other than that, have been doing the usual board work and locates and I had a bunch of PTO that I used up during the month of December.

Paul Phillips

Public Works Lead

January 2, 2024

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
1744	11/29/23	Maint/Repair	PAUL PHILLIPS	11/29/23	ASSIGNED					
1637	8/28/23	Maint/Repair	PAUL PHILLIPS	8/28/23	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 & JAMIE	1598 N COLLEGE	



# Memorandum

**Subject:** December 2023 Wastewater Report  
**Meeting:** City Council - Jan 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Heather Daggett, Wastewater

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**ATTACHED:**  
[Wastewater Report December 2023](#)

## **Wastewater Report December 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** - Effluent discharge is going to Catherine Creek with an average of 125,000 gall a day.

- Daily Golf course checks on the pond

### **Other**

- Lift Station pump should be here 2<sup>nd</sup> week in January according to the supplier.
- Keeping up with all the new requirements for Sampling, Laboratory procedures, and monitoring requirements. These items have also brought on a lot more data entry requirements as well.
- Influent Screen Building continues.