



City of Union

Agenda

City Council Meeting

Monday, April 8, 2024 @ 7:00 PM

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

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Hawkins
Councilors:	Farmer, Cox, Black, Blackburn, Middleton, and Boyer-Davis
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. Main Street Union	4 - 11
2024 Budget and Funding Request - Pdf	
3.2. Fire EMS Rate	12 - 28
Rate for Fiscal Year July 1, 2024-June 30th, 2025 - Pdf	
3.3. Union County Truancy Ordinance	29 - 35
Truancy Ordinance - Pdf	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Old West Federal Credit Union Bank Accounts	36
New Municipal Money Market Account - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• March 11th, 2024	37 - 43
City Council - Mar 11 2024 - Minutes - Pdf	
5.2. Work Session Minutes	
• March 11th, 2024	44 - 46
Council Work Session - Mar 11 2024 - Minutes - Pdf	
• March 25th, 2024	47 - 50
Council Work Session - Mar 25 2024 - Minutes - Pdf	
5.3. Information Reports	
• Office Manager Report	51 - 69
March 2024 - Pdf	
• Library Monthly Report	70 - 72

	March 2024 - Pdf	
	• Sheriff's Monthly Report	73 - 76
	March 2024 - Pdf	
	• Animal Officer Monthly Report	77 - 78
	March 2024 - Pdf	
	• Fire/EMS Monthly Report	79 - 80
	March 2024 - Pdf	
6.	CITY COUNCIL WORKING COMMITTEE UPDATES:	
6.1.	Water Sewer Committee Meeting	
6.2.	Charter Committee	
6.3.	Zoning Committee	
6.4.	Buffalo Flat Project	81 - 82
	March 2024 Project Update - Pdf	
7.	CITY ADMINISTRATOR / PUBLIC WORKS REPORT:	
7.1.	Public Works Report	83 - 84
	March 2024 - Pdf	
7.2.	March 2024 Wastewater Report	85 - 86
	Wastewater - Pdf	
7.3.	City Administrator Report	87
	City Administrator Report March 2024	
8.	PUBLIC COMMENT	
	<i>Audience members may bring any concern before the Council at this time.</i>	
	<i>Public comment rules:</i>	
	<i>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.</i>	
9.	UPCOMING MEETINGS AND SUGGESTIONS:	
9.1.	April 9th, 2024 - Trails workgroup @ 6pm	
9.2.	April 17th, 2024 - Charter Committee @ 9am	
9.3.	April 17th, 2024 - Planning Commission @ 7pm	
9.4.	April 22nd, 2024 - Council Work Session @ 6pm	
9.5.	April 23rd-April 25th, 2024 - Budget Committee @ 6pm	
9.6.	May 2nd, 2024 - Zoning Committee @ 6pm	
9.7.	May 6th, 2024 - Water Sewer Committee @ 7:30pm	
9.8.	May 13th, 2024 - Council Work Session @ 6pm	
9.9.	May 6th, 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 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: Main Street Union
Meeting: City Council - Apr 08 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

At the February 12th, 2024 council meeting, Main Street Union presented their 2024 budget and request for funding which is attached for your convenience. At the March 11th Council Meeting, this item was tabled pending a review into the incident that occurred last summer in the park in which a pole located on hotel property was damaged. After completion of requested review, this matter is brought again to the Council for consideration.

FINANCIAL IMPACT:

Main Street Union is requesting the same funding level received in 2023 of \$2,500

RECOMMENDATION:

To approve Main Street Union's request.

ATTACHED:

[Main Street Union 2024 budget and request for funding](#)

**Main Street Union
Presentation to Council-Meriah Williams President
February 12, 2024**

Main Street Union 2023 Accomplishments

Park Progress: Survey, Zoom with SPVV, collaboration with city on master plan, reached agreements.
Downtown Planters: Continued with the downtown planter program, added 2 new planters last year.
Participated in the Stock Show parade.
Family Roots, Blues, & Brews: Held two events, June and July, in collaboration with CCCC.
Block Party: Held second annual Community Block Party in August.
July 4th: Coordinated community vendor event in the park.
Community Town Hall with Sheriff in October.
Trunk or Treat: Our first year coordinating this event
Received the Union County Transient Tax Community Event Grant

What does 2024 have in store?

-Maintain and expand 2023 activities.

-MSU would like to pursue a part-time executive director position. Such a position will allow our large volunteer base to work on projects of their passion more efficiently.

-MSU will pursue the development of a Main Street Union Supporter program to assist in supporting its part-time executive director and other programs. Possible tier levels being discussed include:

1. Platinum Corporate Main Street Member
2. Platinum Main Street Member
3. Gold Main Street Member
4. Silver Main Street Member
5. Copper Main Street Member
6. Pioneer Main Street Member

Exact dollar amounts for level of member will be determined as the committee develops this funding program.

-MSU plans to add additional planters to downtown this coming year.

-MSU will continue to support the Main Street Approach "through its common-sense, strategy-driven framework that guides community-based revitalization efforts" by assisting businesses in their desires to locate within Main Street Union and by assisting building owners in their revitalization efforts.

Main Street Union would like to present its 2024 budget and a request for the same level of support it received from the City of Union in 2023 (\$2500.00).

Thank you,
Meriah Williams, Main Street Union President

Main Street Union

FAMILY ROOTS, BLUES & BREWS

4TH OF JULY

Planters

Sponsorships:	Amount:	Vendors:	Amount:	Sponsorships:	Amount:
Anderson Perry	\$ 100.00	Colleen Houston	\$ 40.00	City of Union	\$ 100.00
Union Market	\$ 100.00	MidColumbia	\$ 40.00	Chie's Hair Salon	\$ 50.00
Papa Murphy's	\$ 500.00	Laurillian Designs	\$ 40.00	RattleTale	\$ 100.00
Union Sanitation	\$ 250.00	Colleen Bolin	\$ 40.00	Union Merc	\$ 50.00
Connected Professional Accountants	\$ 100.00	Yes Please Kettle Corn	\$ 40.00	Collision Center	\$ 50.00
CCCC	\$ 500.00	Shilo Weston	\$ 40.00	Union Stoplight	\$ 50.00
Union Merc	\$ 100.00	Cindy Ferguson	\$ 40.00	Sinclair	\$ 100.00
Sylvian	\$ 100.00	Crafty Homestead	\$ 40.00	Union Chamber	\$ 100.00
Rattle Tale	\$ 100.00	SubZero Freeze Dried Treats	\$ 40.00	Arielle Star	\$ 100.00
Big Red's Construction	\$ 250.00	Janet Cochran (paid by Square)	\$ 40.00	Brookshire	\$ 100.00
R6	\$ 200.00	Ashlyn Burke	\$ 40.00		
Moda	\$ 100.00	Jana Dick	\$ 40.00		
John J Howard	\$ 100.00	Deadman Plasma	\$ 40.00		
		Cheyenne Maszk	\$ 80.00		
TOTAL INCOME	\$2,500.00	TOTAL	\$ 560.00	TOTAL	\$ 800.00

Spending:	Amount:	Spending:	Amount:	Spending:	Amount:
Wrisibands	\$ 32.95	Square Fees 7/4	\$ 4.82	Jeff Williams	\$ 132.75
Beer Koozies	\$ 117.00	Terry Lamont	\$ 200.00	Union School - Plants	\$ 300.00
Insurance	\$ 100.00			Soil - BiMart	\$ 47.90
CoJ Permit	\$ 16.00			Soil - BiMart	\$ 22.00
Bag of Hammers	\$1,000.00				
Aaron Ball Band	\$1,000.00				
Drink Tokens (Reimburse J)	\$ 37.98				
Parade Flyers	\$ 196.00				
Square Fees 6/30	\$ 4.23				
Hodgens (Beer) 6/30	\$ 415.36				
Square Fees 7/28	\$ 2.72				
Hodgens (Beer) 7/28	\$ 183.32				
TOTAL SPENDING	\$3,105.56	TOTAL SPENDING	\$ 204.82	TOTAL SPENDING	\$ 502.65

Income:	Amount:	Income:	Amount:	Balance:	Amount:
Square 6/30	\$ 116.97	Square 7/4	\$ 139.54		
Cash 6/30	\$ 944.00	Cash 7/4	\$ 193.00		
Square 7/28	\$ 77.99				
Cash 7/28	\$ 546.00				
TOTAL INCOME:	\$1,684.96	TOTAL INCOME:	\$ 332.54		
Balance:	\$1,079.40	Balance:	\$ 687.72		

Main Street Union Operating Budget 2024

Revenue	Amount Budgeted	Amount Actual	Notes
Business Sponsorships	\$ 500.00		Need to get letters out to local businesses to join our list of "partners"
4th of July	\$ 300.00		Beer Garden
4th of July	\$ 600.00		Vendors
Planters	\$ 500.00		Assuming all repeats
Family Roots, Blues & Brews	\$ 3,500.00		Sponsorships
Family Roots, Blues & Brews	\$ 1,800.00		Beer Garden
Union County Toursim Grant	\$ 3,700.00		Used for advertising FRBB, tables, chairs, tents
Block Party	\$ 700.00		Sponsorships from CoU, Union Sanitation and Ford Family Foundation for band/food/misc
City of Union Operating Expenses	\$ 2,500.00		

TOTAL REVENUE: \$ 14,100.00

Expenses	Amount Budgeted	Amount Actual	Notes
Insurance	\$ 1,500.00		
City of Union Chamber Membership	\$ 50.00		
Union County Chamber Membership	\$ 100.00		
Booster Club Membership	\$ 250.00		
Secretary of State Filing Fee	\$ 50.00		
Oregon Main Street Confrence	\$ 500.00		
Post Office Box	\$ 90.00		
Website Hosting and Domain Fees	\$ 250.00		
Planter Fundraiser			
Soil	\$ 100.00		
Plants	\$ 400.00		

New Planters	\$ 200.00	4 new planters
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4th of July Fundraiser

Band	\$ 300.00
Beer	\$ 200.00

Family Roots, Blues & Brews Fundraiser

Bands	\$ 2,000.00	
Beer	\$ 700.00	
Advertising / Flyers	\$ 1,700.00	Union County Tourism Grant
Permits	\$ 20.00	
Insurance	\$ 200.00	
Square Fees	\$ 5.00	
Tables / Chairs / Event Tent	\$ 2,000.00	Union County Tourism Grant
Volunteer Unifroms	\$ 400.00	20 Shirts @ \$20/each

Block Party

Band	\$ 300.00
Food	\$ 300.00
Misc. Supplies	\$ 50.00
Food Prep and Serving	\$ 150.00

TOTAL EXPENSES:	\$ 11,815.00
CONTINGENCY FUND:	\$ 2,285.00
BUDGET DIFFERENCE:	\$ -

Main Street Union Operating Budget 2023

Revenue	Amount Budgeted	Amount Actual	Notes
Chamber Economic Funds	\$ 727.12	\$ 727.62	Paying for Park Surveys, printing and postage
City of Union Operating Expenses	\$ 2,500.00	\$ 2,500.00	
Donations	\$ 3,500.00	\$ -	Did not get letters out, working on that this year
Grassroots Fundraiser	\$ 350.00	\$ -	Chose to focus efforts on bigger fundraisers
Family Roots Blues and Brews	\$ -	\$ 4,184.96	
July 4th	\$ -	\$ 892.54	
Planters	\$ -	\$ 800.00	
Block Party Donations	\$ 650.00	\$ 650.00	Union Sanitation, Ford Family Foundation, City of Union
City of Union Park Grant	\$ -	\$ 1,762.50	SPVV INV#2335.01
TOTAL REVENUE:	\$ 7,727.12	\$ 11,517.62	

Expenses	Amount Budgeted	Amount Actual	Notes
Insurance	\$ 1,390.00	\$ 1,250.00	
Oregon Main Street Conference	\$ 2,065.00	\$ -	Did not attend
Office Supplies	\$ 500.00	\$ -	Donated
P.O. Box	\$ 60.00	\$ 78.00	
State Filing Fee	\$ 50.00	\$ 50.00	
IRS Filing Fee	\$ 50.00	\$ -	
Website	\$ 15.00	\$ -	Donated
Park Survey Printing	\$ 443.00	\$ 443.00	
Park Survey Postage	\$ 237.12	\$ 237.12	
Park Poster Printing	\$ 47.50	\$ 47.50	
Office Rent	\$ 1,800.00	\$ -	Donated
City of Union Chamber Membership	\$ -	\$ 50.00	

Union County Chamber Membership	\$	-	\$ 50.00
Parade Expenses	\$	-	\$ 231.36
Trunk or Treat	\$	-	\$ 17.99
Catherine Creek Water Fountain Repair Donation	\$	-	\$ 100.00
SPVV Park Planning	\$	-	\$ 1,762.50

Planter Fundraiser

Soil	\$	-	\$ 69.90
Plants	\$	-	\$ 300.00
New Planters	\$	-	\$ 132.75

4th of July Fundraiser

Band	\$	-	\$ 200.00
Beer	\$	-	\$ - Used previously opened from FRBB

Family Roots, Blues & Brews Fundraiser

Bands	\$	-	\$ 2,000.00
Beer	\$	-	\$ 598.68
Advertising / Flyers	\$	-	\$ 256.00
Permits	\$	-	\$ 16.00
Insurance	\$	-	\$ 100.00
Square Fees	\$	-	\$ 6.95
Misc. Expenses	\$	-	\$ 187.93 Beer Tokens, Wristbands, Koozies

Block Party

Band	\$ 100.00	\$ 300.00
Food	\$ 300.00	\$ 300.00
Misc. Supplies	\$ 50.00	\$ 47.21
Food Prep and Serving	\$ 150.00	\$ 150.00
TOTAL EXPENSES:	\$ 7,257.62	\$ 9,018.87
CONTINGENCY FUND:	\$ -	\$ -
BUDGET DIFFERENCE:	\$ 469.50	\$ 2,498.75



Memorandum

Subject: Fire EMS Rate
Meeting: City Council - Apr 08 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

After 3 months of meetings, the Fire EMS workgroup brought forth a recommendation on the Fire EMS rate for the upcoming fiscal year based upon the projected operating revenue and expenditures as well as needed equipment replacements. At the March 25th Work Session, City Council was given a proposed Resolution for future consideration. Attached is said Resolution along with the handouts previously reviewed.

FINANCIAL IMPACT:

An increase from \$10.00 per month to \$16.00 per month starting July 1st 2024, would be an increase of \$72.00 per year for each residential and business unit within City limits

RECOMMENDATION:

To approve proposed rate and Resolution.

ATTACHED:

- [Resolution 2024-05 Fire EMS Fee](#)
- [ORD 515 imposing user fee](#)
- [EMS Rate History](#)
- [Fire EMS projection summary](#)
- [Fire Equipment Projection](#)
- [EMS Equipment Projection](#)

CITY OF UNION RESOLUTIONS

RESOLUTION NO. 2024-05

A RESOLUTION SETTING USER FEE FOR CITY OF UNION EMS DEPARTMENT

WHEREAS, the City Council for the City of Union has established that the City of Union Fire and EMS departments benefit all citizens of the City and that all citizens of the City should share in the costs of training, supplying, equipping, and maintaining of the departments; and

WHEREAS, administration for the City of Union has reviewed Fire and EMS revenues and expenditures over the past year; and

WHEREAS, administration has found the Fire and EMS User Fee has remained at the same rate since 2013 and has not kept up with the current rate of inflation on supplies and needed equipment replacements; and

WHEREAS, The City Council has passed an ordinance describing the need and basis for establishing a User Fee to cover certain costs and expenses of the departments with said Ordinance directing that the fee be set by Resolution; NOW, THEREFORE

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF UNION:

Section 1: The Fire and EMS Department User Fee is hereby set at \$16.00 per month starting July 1st, 2024 for each residential and business unit as billed for water and sewer within the city limits.

Section 2: This fee shall be reviewed annually by City Council during a regular meeting for assessment during the following fiscal year.

Section 3: This Resolution shall be effective upon its passage by the Council and approval by the Mayor.

ADOPTED BY ____ members of the Common council voting therefore, and approved by the Mayor of the City of Union, this 8th day of April, 2024.

Approved:

Attest:

MAYOR

City Administrator

**CITY OF UNION ORDINANCES
ORDINANCE NO. 515**

**AN ORDINANCE ESTABLISHING AND IMPOSING A USER FEE FOR
CITY OF UNION FIRE AND EMERGENCY SERVICES
DEPARTMENTS; DEDICATING FEES TO THE EMERGENCY
SERVICES FUND; AND SPECIFYING THE MANNER OF SETTING OF
THE FEE AND METHOD OF ENFORCEMENT**

THE CITY OF UNION DOES ORDAIN AS FOLLOWS:

Section 1. PURPOSE AND POLICY: The City Council has determined that maintaining of City fire and EMS departments are of benefit to all citizens of the City, and finds that all citizens of the City should share in the costs of training, supplying, equipping, and maintaining of the departments. The City Council has held public hearings on this matter, and has determined that said citizens receive many benefits from the provision of Fire and EMS services within the City, including but not limited to insurance ratings that decrease property and casualty insurance rates, quicker response to emergencies, and improved quality of living. Although specific users of the services may be directly billed for specific use of the services, the City Council has determined that all citizens receive direct and consequential benefits from the services, and therefore should share in the expense of maintaining the services. This fee will be separate and distinct from any bills or fees submitted to users of the services. As a matter of policy, it is the intent of the Council that the fee will be set by resolution to reflect and collect funds for expenses to: train, supply, equip, maintain, and operate the departments.

Section 2. IMPOSITION; MANNER OF SETTING FIRE AND AMBULANCE DEPARTMENT USER FEE: There is hereby created a Fire and EMS Department User Fee to be charged within the City. The Fire and EMS Department User Fee for the City shall be as set forth in a Resolution duly adopted by the City Council, and charged to each residential and business unit as billed for water and sewer within the City limits. This fee shall be based upon the calculated need of the departments to operate in the next fiscal year. The Resolution setting this fee shall be reviewed by February 1 of each year for establishing and collection of the fee for the following fiscal year.

Section 3. COLLECTION: The Fire and EMS Department User Fee shall be billed and collected with and as part of the monthly water and/or sewer bill. In the event that funds received from the City utility billings are inadequate to satisfy in full all of the water, sewer and Fire and EMS Department User Fee, credit shall be first given to the Fire and EMS Department User Fee, second to the sewer charge, and third to the charges for water service. In the event that any Fire and EMS Department User Fee shall not be paid as provided herein, the City may proceed with all means available to the City for collection of delinquent utility bills, including but not limited to any court costs, attorney's fees, and other expenses associated with said collection efforts.

Section 4. DEDICATION OF FUNDS: The funds collected by the Fire and EMS Department User Fee shall be budgeted and allocated within the City's Emergency Services Department and shall be used for equipment, training, supplies and maintenance of the Fire and EMS departments.

Section 5. SEVERABILITY: The provisions of this ordinance are hereby declared to be severable. If any section, sentence, clause or phrase of this Ordinance is adjudged by a court of competent jurisdiction to be invalid, such decisions shall not affect the validity of the remaining portions of the Ordinance.

Section 6. EFFECTIVE DATE: This Ordinance shall become effective 30 days after its adoption by Council.

PASSED AND ADOPTED this 14th day of August, 2008, by the following vote: AYES: 6 NAYS: 0 ABSTENTIONS: 0

APPROVED by the Mayor this 14th day of August, 2008.

[Signature]
Mayor

ATTEST: [Signature]
City Recorder

EMS Rate History

	Per Month	Price of Dozen Eggs
2008	\$ 1.76	
2009	\$ 3.25	
2010	\$ 3.25	
2011	\$ 3.25 3 years	
2012	\$ 5.00 1 year	
2013	\$ 10.00	\$1.91
2014	\$ 10.00	
2015	\$ 10.00	
2016	\$ 10.00	
2017	\$ 10.00	
2018	\$ 10.00	
2019	\$ 10.00	
2020	\$ 10.00	
2021	\$ 10.00	
2022	\$ 10.00	
2023	\$ 10.00 11 years	\$4.81
		151.83% \$ 25.18
		\$16.00
		60.00%

Replace. Cost	Yr Purch.	Life Yrs	1	2	3	4	5	6	7	8	9
			2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
Fire Equipment Needed			\$38,650	\$30,025	\$27,318	\$18,959	\$2,983	\$7,072	\$558,040	\$3,259	\$3,357
EMS Equipment			\$7,700	\$61,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Equipment Needed			\$46,350	\$91,825	\$27,318	\$18,959	\$2,983	\$7,072	\$558,040	\$3,259	\$3,357
Fire Op Expenditures (From annual budget)			\$116,190	\$80,140	\$82,545	\$85,021	\$87,572	\$90,199	\$92,905	\$95,692	\$98,563
EMS Op Expenditures			\$135,420	\$103,433	\$106,536	\$109,732	\$113,024	\$116,414	\$119,907	\$123,504	\$127,209
Total Operating Costs			\$251,610	\$183,573	\$189,080	\$194,752	\$200,595	\$206,613	\$212,811	\$219,196	\$225,772
Total Operating and equipment costs			\$297,960	\$275,397	\$216,398	\$213,711	\$203,578	\$213,684	\$770,852	\$222,455	\$229,128
Revenue without EMS Fee 2% increase each year			\$94,000	\$95,880	\$97,798	\$99,754	\$101,749	\$103,784	\$105,859	\$107,976	\$110,136
EMS New rate at 10/mo 960 res. 16	0.75		\$123,420	\$184,320	\$192,960	\$201,600	\$210,240	\$218,880	\$227,520	\$236,160	\$244,800
start at 16 increase by .75 every year? 4.69%			\$217,420	\$280,200	\$290,758	\$301,354	\$311,989	\$322,664	\$333,379	\$344,136	\$354,936
Operating Income			(\$34,190)	\$96,627	\$101,678	\$106,601	\$111,394	\$116,051	\$120,568	\$124,941	\$129,164
Total Income (loss)			(\$80,540)	\$4,803	\$74,359	\$87,642	\$108,411	\$108,979	(\$437,472)	\$121,682	\$125,808
compound balance				\$393,308	\$467,667	\$555,309	\$663,720	\$772,699	\$335,227	\$456,909	\$582,716
Beginning Balance			\$187,753								
Beginning Balance			\$211,292								
Transfer			\$70,000								
			\$469,045								
Ending Balance			\$388,505.13								

Replace. Cost	Yr Purch.	Life Yrs	10	11	12	13	14	15	16	17
			2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40
Fire Equipment Needed			\$22,638	\$16,718	\$6,769	\$313,083	\$7,181	\$7,397	\$30,406	\$726,370
EMS Equipment			\$0	\$81,576	\$498,324	\$0	\$0	\$0	\$0	\$0
Total Equipment Needed			\$22,638	\$98,294	\$505,093	\$313,083	\$7,181	\$7,397	\$30,406	\$726,370
Fire Op Expenditures (From annual budget)			\$101,519	\$104,565	\$107,702	\$110,933	\$114,261	\$117,689	\$121,220	\$124,856
EMS Op Expenditures			\$131,025	\$134,956	\$139,005	\$143,175	\$147,470	\$151,894	\$156,451	\$161,145
Total Operating Costs			\$232,545	\$239,521	\$246,707	\$254,108	\$261,731	\$269,583	\$277,670	\$286,001
Total Operating and equipment costs			\$255,182	\$337,815	\$751,800	\$567,191	\$268,912	\$276,980	\$308,076	\$1,012,371
Revenue without EMS Fee 2% increase each year			\$112,339	\$114,585	\$116,877	\$119,215	\$121,599	\$124,031	\$126,512	\$129,042
EMS New rate at 10/mo 960 res. 16	0.75		\$253,440	\$262,080	\$270,720	\$279,360	\$288,000	\$296,640	\$305,280	\$313,920
start at 16 increase by .75 every year?			\$365,779	\$376,665	\$387,597	\$398,575	\$409,599	\$420,671	\$431,792	\$442,962
		4.69%								
Operating Income			\$133,234	\$137,144	\$140,891	\$144,467	\$147,868	\$151,088	\$154,121	\$156,961
Total Income (loss)			\$110,596	\$38,850	(\$364,203)	(\$168,616)	\$140,687	\$143,691	\$123,715	(\$569,409)
compound balance			\$693,312	\$732,163	\$367,960	\$199,344	\$340,031	\$483,723	\$607,438	\$38,029
Beginning Balance										
Beginning Balance										
Transfer										
Ending Balance										

Replace. Cost	Yr Purch.	Life Yrs	18	19	20	21	22	23	24	25	26
			2040-41	2041-42	2042-43	2043-44	2044-45	2045-46	2046-47	2047-48	2048-49
Fire Equipment Needed			\$4,380	\$27,352	\$4,647	\$60,144	\$72,861	\$49,340	\$50,820	\$79,617	\$77,889
EMS Equipment			\$0	\$0	\$0	\$109,631	\$669,706	\$0	\$0	\$0	\$14,656
Total Equipment Needed			\$4,380	\$27,352	\$4,647	\$169,774	\$742,567	\$49,340	\$50,820	\$79,617	\$92,545
Fire Op Expenditures (From annual budget)			\$128,602	\$132,460	\$136,434	\$140,527	\$144,742	\$149,085	\$153,557	\$158,164	\$162,909
EMS Op Expenditures			\$165,979	\$170,958	\$176,087	\$181,370	\$186,811	\$192,415	\$198,187	\$204,133	\$210,257
Total Operating Costs			\$294,581	\$303,418	\$312,521	\$321,896	\$331,553	\$341,500	\$351,745	\$362,297	\$373,166
Total Operating and equipment costs			\$298,961	\$330,770	\$317,167	\$491,671	\$1,074,120	\$390,839	\$402,565	\$441,914	\$465,711
Revenue without EMS Fee 2% increase each year			\$131,623	\$134,255	\$136,940	\$139,679	\$142,473	\$145,322	\$148,229	\$151,193	\$154,217
EMS New rate at 10/mo 960 res. 16	0.75		\$322,560	\$331,200	\$339,840	\$348,480	\$357,120	\$365,760	\$374,400	\$383,040	\$391,680
start at 16 increase by .75 every year? 4.69%			\$454,183	\$465,455	\$476,780	\$488,159	\$499,593	\$511,082	\$522,629	\$534,233	\$545,897
Operating Income			\$159,602	\$162,037	\$164,260	\$166,263	\$168,040	\$169,582	\$170,884	\$171,936	\$172,731
Total Income (loss)			\$155,222	\$134,685	\$159,613	(\$3,512)	(\$574,527)	\$120,243	\$120,064	\$92,319	\$80,186
compound balance			\$193,251	\$327,936	\$487,549	\$484,038	(\$90,490)	\$29,753	\$149,817	\$242,136	\$322,322
Beginning Balance											
Beginning Balance											
Transfer											
Ending Balance											

	Replace. Cost	Yr Purch.	Life Yrs	27	28	29	30	
				2049-50	2050-51	2051-52	2052-53	
Fire Equipment Needed				\$55,532	\$87,000	\$58,914	\$75,622	\$46,376
EMS Equipment				\$0	\$0	\$0	\$0	
Total Equipment Needed				\$55,532	\$87,000	\$58,914	\$75,622	\$46,376
Fire Op Expenditures (From annual budget)				\$167,796	\$172,830	\$178,015	\$183,355	
EMS Op Expenditures				\$216,565	\$223,062	\$229,754	\$236,646	
Total Operating Costs				\$384,361	\$395,892	\$407,768	\$420,002	
Total Operating and equipment costs				\$439,893	\$482,891	\$466,683	\$495,624	
Revenue without EMS Fee 2% increase each year				\$157,301	\$160,447	\$163,656	\$166,929	
EMS New rate at 10/mo 960 res. 16		0.75		\$400,320	\$408,960	\$417,600	\$426,240	
start at 16 increase by .75 every year? 4.69%				\$557,621	\$569,407	\$581,256	\$593,169	
Operating Income				\$173,260	\$173,516	\$173,488	\$173,168	
Total Income (loss)				\$117,728	\$86,516	\$114,574	\$97,546	
compound balance				\$440,051	\$526,567	\$641,140	\$738,686	
Beginning Balance								
Beginning Balance								
Transfer								
Ending Balance								

Fire Equipment	Replace. Cost	Yr Purch.	Life Yrs	# needed	CPI 3%	1 2023-24	2 2024-25	3 2025-26	4 2026-27	5 2027-28	6 2028-29
SCBA Pack	\$ 7,700		20	10 Total 3 per year		\$23,100	\$23,793	\$24,507	\$0	\$0	\$0
3"x50' hose (green)	\$ 455			2/year			\$937	\$965	\$994	\$1,024	\$1,055
1 3/4" x 50' hose (yellow)	\$ 235			2 per year			\$484	\$499	\$514	\$529	\$545
1 3/4" x 50' hose (red)	\$ 235			2 per year			\$484	\$499	\$514	\$529	\$545
SCBA Bottle	\$ 1,120		9	2/yr when not buying packs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Single Gas Detector	\$ 350	need 2 now	10		\$700	\$0	\$0	\$0	\$0	\$0	\$0
Multigas Detector	\$ 1,700	need 1 now	10	4 Total 2 in yr 1, 2 in yr 2	\$3,400	\$3,502	\$0	\$0	\$0	\$0	\$0
Thermal Imager	\$ 3,450	need 1 now	10	1 Total 1 now, 1 in yr 5	\$3,450	\$0	\$0	\$0	\$0	\$0	\$4,000
Turn-out Gear	\$ 4,900	3 every 3 yrs.				\$0	\$0	\$16,063	\$0	\$0	\$0
Holmatro Battery	\$ 800	1 every year	8	wait until 24-25		\$824	\$849	\$874	\$900	\$927	\$0
RIT KIT	\$ 8,000	need 1 now	25	1	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0
Fire Truck replace in 2039	\$ 450,000	1989	50	not sure about leasing?		\$0	\$0	\$0	\$0	\$0	\$0
Fire Truck replace in 2060	\$ 450,000	2010	50			\$0	\$0	\$0	\$0	\$0	\$0
Rescue	\$ 200,000	2008	30	May be able to lease		\$0	\$0	\$0	\$0	\$0	\$0
Outside Lights	\$ 1,000		3								

Annual Fire Equipment Needed	\$38,650	\$30,025	\$27,318	\$18,959	\$2,983	\$7,072
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Total needs for the next 11 years

Fire Equipment	Replace. Cost	Yr Purch.	Life Yrs	# needed	CPI 3%	7 2029-30	8 2030-31	9 2031-32	10 2032-33	11 2033-34	12 2034-35
SCBA Pack	\$ 7,700		20	10 Total 3 per year	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3"x50' hose (green)	\$ 455			2/year	\$1,087	\$1,119	\$1,153	\$1,187	\$1,223	\$1,260	
1 3/4" x 50' hose (yellow)	\$ 235			2 per year	\$561	\$578	\$595	\$613	\$632	\$651	
1 3/4" x 50' hose (red)	\$ 235			2 per year	\$561	\$578	\$595	\$613	\$632	\$651	
SCBA Bottle	\$ 1,120		9	2/yr when not buying packs	\$0	\$0	\$0	\$0	\$3,010	\$3,101	
Single Gas Detector	\$ 350	need 2 now	10		\$0	\$0	\$0	\$0	\$941	\$0	
Multigas Detector	\$ 1,700	need 1 now	10	4 Total 2 in yr 1, 2 in yr 2	\$0	\$0	\$0	\$0	\$4,569	(\$0)	
Thermal Imager	\$ 3,450	need 1 now	10	1 Total 1 now, 1 in yr 5	\$0	\$0	\$0	\$0	\$4,637	(\$0)	
Turn-out Gear	\$ 4,900	3 every 3 yrs.			\$17,553	\$0	\$0	\$19,180	(\$0)	(\$0)	
Holmatro Battery	\$ 800	1 every year	8	wait until 24-25	\$955	\$984	\$1,013	\$1,044	\$1,075	\$1,107	
RIT KIT	\$ 8,000	need 1 now	25	1	\$0	\$0	\$0	\$0	\$0	\$0	
Fire Truck replace in 2039	\$ 450,000	1989	50	not sure about leasing?	\$537,324	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
Fire Truck replace in 2060	\$ 450,000	2010	50		\$0	\$0	\$0	\$0	\$0	\$0	
Rescue	\$ 200,000	2008	30	May be able to lease	\$0	\$0	\$0	\$0	\$0	\$0	
Outside Lights	\$ 1,000		3								

Annual Fire Equipment Needed

\$558,040 \$3,259 \$3,357 \$22,638 \$16,718 \$6,769

Total needs for the next 11 years

Total \$1,338,837
Per Year \$121,712.46

Fire Equipment	Replace. Cost	Yr Purch.	Life Yrs	# needed	CPI 3%	13 2035-36	14 2036-37	15 2037-38	16 2038-39	17 2039-40	18 2040-41
SCBA Pack	\$ 7,700		20	10 Total 3 per year	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3"x50' hose (green)	\$ 455			2/year	\$1,297	\$1,336	\$1,376	\$1,418	\$1,460	\$1,504	
1 3/4" x 50' hose (yellow)	\$ 235			2 per year	\$670	\$690	\$711	\$732	\$754	\$777	
1 3/4" x 50' hose (red)	\$ 235			2 per year	\$670	\$690	\$711	\$732	\$754	\$777	
SCBA Bottle	\$ 1,120		9	2/yr when not buying packs	\$3,194	\$3,290	\$3,388	(\$0)	(\$0)	(\$0)	
Single Gas Detector	\$ 350	need 2 now	10		\$0	\$0	\$0	\$0	\$0	\$0	
Multigas Detector	\$ 1,700	need 1 now	10	4 Total 2 in yr 1, 2 in yr 2	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
Thermal Imager	\$ 3,450	need 1 now	10	1 Total 1 now, 1 in yr 5	(\$0)	(\$0)	(\$0)	\$5,375	(\$0)	(\$0)	
Turn-out Gear	\$ 4,900	3 every 3 yrs.			\$20,959	(\$0)	(\$0)	\$20,902	(\$0)	(\$0)	
Holmatro Battery	\$ 800	1 every year	8	wait until 24-25	\$1,141	\$1,175	\$1,210	\$1,246	\$1,284	\$1,322	
RIT KIT	\$ 8,000	need 1 now	25	1	\$0	\$0	\$0	\$0	\$0	\$0	
Fire Truck replace in 2039	\$ 450,000	1989	50	not sure about leasing?	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
Fire Truck replace in 2060	\$ 450,000	2010	50		\$0	\$0	\$0	\$0	\$722,118	(\$0)	
Rescue	\$ 200,000	2008	30	May be able to lease	\$285,152	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
Outside Lights	\$ 1,000		3								
Annual Fire Equipment Needed					\$313,083	\$7,181	\$7,397	\$30,406	\$726,370	\$4,380	

Total needs for the next 11 years

Fire Equipment	Replace. Cost	Yr Purch.	Life Yrs	# needed	CPI 3%	19 2041-42	20 2042-43	21 2043-44	22 2044-45	23 2045-46	24 2046-47
SCBA Pack	\$ 7,700		20	10 Total 3 per year	\$0	\$0	\$41,721	\$42,973	\$44,262	\$45,590	
3"x50' hose (green)	\$ 455			2/year	\$1,549	\$1,596	\$1,644	\$1,693	\$1,744	\$1,796	
1 3/4" x 50' hose (yellow)	\$ 235			2 per year	\$800	\$824	\$849	\$874	\$901	\$928	
1 3/4" x 50' hose (red)	\$ 235			2 per year	\$800	\$824	\$849	\$874	\$901	\$928	
SCBA Bottle	\$ 1,120		9	2/yr when not buying packs	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
Single Gas Detector	\$ 350	need 2 now	10		\$0	\$0	\$1,264	\$0	\$0	\$0	
Multigas Detector	\$ 1,700	need 1 now	10	4 Total 2 in yr 1, 2 in yr 2	(\$0)	(\$0)	\$6,141	\$0	\$0	\$0	
Thermal Imager	\$ 3,450	need 1 now	10	1 Total 1 now, 1 in yr 5	(\$0)	(\$0)	\$6,231	\$0	\$0	\$0	
Turn-out Gear	\$ 4,900	3 every 3 yrs.			\$22,840	(\$0)	(\$0)	\$24,958	\$0	\$0	
Holmatro Battery	\$ 800	1 every year	8	wait until 24-25	\$1,362	\$1,403	\$1,445	\$1,488	\$1,533	\$1,579	
RIT KIT	\$ 8,000	need 1 now	25	1	\$0	\$0	\$0	\$0	\$0	\$0	
Fire Truck replace in 2039	\$ 450,000	1989	50	not sure about leasing?	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
Fire Truck replace in 2060	\$ 450,000	2010	50		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
Rescue	\$ 200,000	2008	30	May be able to lease	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
Outside Lights	\$ 1,000		3								
Annual Fire Equipment Needed					\$27,352	\$4,647	\$60,144	\$72,861	\$49,340	\$50,820	

Total needs for the next 11 years

Fire Equipment	Replace. Cost	Yr Purch.	Life Yrs	# needed	CPI	25	26	27	28	29	30	
					3%	2047-48	2048-49	2049-50	2050-51	2051-52	2052-53	
SCBA Pack	\$ 7,700		20	10 Total 3 per year		\$46,958	\$48,366	\$49,817	\$51,312	\$52,851	\$54,437	
3"x50' hose (green)	\$ 455			2/year		\$1,850	\$1,905	\$1,962	\$2,021	\$2,082	\$2,144	
1 3/4" x 50' hose (yellow)	\$ 235			2 per year		\$955	\$984	\$1,014	\$1,044	\$1,075	\$1,108	
1 3/4" x 50' hose (red)	\$ 235			2 per year		\$955	\$984	\$1,014	\$1,044	\$1,075	\$1,108	
SCBA Bottle	\$ 1,120		9	2/yr when not buying packs		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	\$5,279	\$5,437
Single Gas Detector	\$ 350	need 2 now	10			\$0	\$0	\$0	\$0	\$0	\$1,650	
Multigas Detector	\$ 1,700	need 1 now	10	4 Total 2 in yr 1, 2 in yr 2		\$0	\$0	\$0	\$0	\$0	\$8,012	
Thermal Imager	\$ 3,450	need 1 now	10	1 Total 1 now, 1 in yr 5		\$0	\$7,224	(\$0)	(\$0)	(\$0)	(\$0)	\$8,374
Turn-out Gear	\$ 4,900	3 every 3 yrs.				\$27,273	\$0	\$0	\$29,801	\$0	\$0	\$32,565
Holmatro Battery	\$ 800	1 every year	8	wait until 24-25		\$1,626	\$1,675	\$1,725	\$1,777	\$1,830	\$1,885	
RIT KIT	\$ 8,000	need 1 now	25	1		\$0	\$16,750	(\$0)	(\$0)	(\$0)	(\$0)	
Fire Truck replace in 2039	\$ 450,000	1989	50	not sure about leasing?		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
Fire Truck replace in 2060	\$ 450,000	2010	50			(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
Rescue	\$ 200,000	2008	30	May be able to lease		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
Outside Lights	\$ 1,000		3									

Annual Fire Equipment Needed

\$79,617	\$77,889	\$55,532	\$87,000	\$58,914	\$75,622	\$46,376
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Total needs for the next 11 years

EMS Equipment	Replacement Cost	Year Purchased	Life Years	# needed	CPI 3%	1 2023-24	2 2024-25	3 2025-26	4 2026-27	5 2027-28	6 2028-29
Zoll "X Series" Monitor	\$60,000	need in 10 years*	10	1			\$0	\$0	\$0	\$0	\$0
Bender Lift	\$700	need 1 now*1	10		\$700	\$0	\$0	\$0	\$0	\$0	\$0
Scoop Stretcher	\$1,500	need 1 now	25		\$1,500	\$0	\$0	\$0	\$0	\$0	\$0
Stair Chair	\$5,500	need 1 2024-25*2	25	2	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0
E Series Monitor	\$60,000	*3			\$0	\$61,800					
M9 Ambulance	\$360,000	2019	25			\$0	\$0	\$0	\$0	\$0	\$0
M8 Ambulance	\$360,000	2009	25			\$0	\$0	\$0	\$0	\$0	\$0
Gurney	\$10,000	2020*4	15								
Annual Expenditures needed						\$7,700	\$61,800	\$0	\$0	\$0	\$0

*possibly lease in the future?

*1 could wait until 24-25 if needed

*2 buy one now and another one in 10 more years after the current one that is 15 years old end useful life

*3 wait until 2024-25 and possibly lease in the future?

*4 with regular maintenance, will last as long as the ambulance potentially or maybe 15 years? Pam will have more info later

7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	2043-44	2044-45
\$0	\$0	\$0	\$0	\$80,635	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$108,367	\$0
\$0	\$0	\$0	\$0	\$941	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,264	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$669,706
\$0	\$0	\$0	\$0	\$0	\$498,324	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$81,576	\$498,324	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$109,631	\$669,706

23	24	25	26	27	28	29	30	
2045-46	2046-47	2047-48	2048-49	2049-50	2050-51	2051-52	2052-53	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$145,636
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,699
\$0	\$0	\$0	\$3,141	\$0	\$0	\$0	\$0	\$3,641
\$0	\$0	\$0	\$11,516	\$0	\$0	\$0	\$0	\$13,350
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$14,656	\$0	\$0	\$0	\$0	\$164,326



Memorandum

Subject: Union County Truancy Ordinance
Meeting: City Council - Apr 08 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

At the March 25th Union City Council Work Session, the council reviewed a Truancy Ordinance that has been worked on through collaboration with the Union County District Attorney and Union County K-12 schools and districts. Though the county commissioners have not adopted the ordinance yet, it will be on their agenda soon for review and consideration. When and if the county adopts the Ordinance, the Union School District Superintendent Carter Wells has asked the City of Union to consider adopting a Resolution consenting to the Union County Ordinance, allowing Union County jurisdiction regarding K-12 students enrolled in public school within the City of Union.

FINANCIAL IMPACT:

None as any fines will be levied in the Union County Circuit Court.

POLICY IMPLICATIONS:

The council would need to adopt a Resolution consenting to the Union County Ordinance, allowing Union County jurisdiction regarding K-12 students enrolled in public school within the City of Union.

ATTACHED:

[Truancy Ordinance Final 24 \(002\)](#)
[Resolution 2024- Truancy Ordinance](#)

BEFORE THE UNION COUNTY COMMISSION, OREGON

In the Matter of an Ordinance Implementing Measures)
To Reduce Incidents of Truancy from Union County Public) **Ordinance No. 2024-01**
Schools; and Declaring an Emergency)

This matter came before the Union County Commissioners on _____.

WHEREAS, Oregon state law requires all minors enrolled in Kindergarten through 12th grades to attend school on a regular basis; and

WHEREAS, the Oregon Department of Education in Oregon Administrative Rule 581-020-0631 defines Chronic Absenteeism as missing 10 percent or more of school days; and

WHEREAS, regular school attendance has been shown to dramatically increase Student academic achievement, increase graduation rates, decrease Student mental health issues and decrease incarceration rates; and

WHEREAS, as a metric, school districts are held accountable to maintain a high number of Students enrolled in school who are not considered Chronically Absent; and

WHEREAS, attendance at school is the necessary basis for the fundamental education for children and access to specialized services, and such education is necessary for the continuing growth and progress of a healthy society, economy and community; and

WHEREAS, the entities of Union County, La Grande School District No. 1, North Powder School District No. 8J, Elgin School District No. 23, Imbler School District No. 11, Union School District No. 5, and Cove School District No. 15, in conjunction with InterMountain Education Service District, desire to have a county-wide truancy program that endows Law Enforcement and School Officials with the authority to issue infraction citations and take other action with regard to Students and a Student’s parent, guardian or other Responsible Adult who fails to comply with school attendance requirements of state laws and rules.

NOW, THEREFORE, THE UNION COUNTY COMMISSION ORDAINS AS FOLLOWS

Section _____

Truancy from Union County Schools

- 1. Title
- 2. Authority and Purpose
- 3. Jurisdiction
- 4. Definitions
- 5. Prohibited Conduct
- 6. Proceedings
- 7. Penalties
- 8. Separate Offense
- 9. Severance

10. Emergency

1. Authority and Purpose

- (1) The Union County Commission has authority to regulate matters of County concern within the County, under the provisions of the Constitution of the State of Oregon and the revised statutes of the State of Oregon.
- (2) This ordinance applies to Students in Kindergarten (K) through 12th grades, enrolled in public school located within Union County, including within the incorporated cities of North Powder, La Grande, Island City, Summerville, Union, Cove, Elgin and Imbler, the city councils of which have consented pursuant to ORS 203.040.
- (3) This ordinance does not apply to Students attending private Schools located within Union County.
- (4) The purpose of this ordinance is to create rules for enforcement procedures intended to reduce the incidents of truancy within Public Schools in Union County. It is in the best interest of a Student to attend school regularly and complete the educational courses of study.

2. Jurisdiction

The Union County Circuit Court has jurisdiction and venue over infractions and proceedings in this ordinance.

3. Definitions

- (1) “Chronically Absent” or “Chronic Absenteeism” means a Student is not attending school for 10 percent or more school days in a school year
- (2) “Law Enforcement Official” means Union County Sheriff Deputy, city police officer, School Resource Officer/Deputy, or any other person that meets the definition of Peace Officer under ORS 161.015(4).
- (3) “Public School in Union County” or “School” means a school operated by: La Grande School District No. 1, North Powder School District No. 8J, Elgin School District No. 23, Imbler School District No. 11, Union School District No. 5, and Cove School District No. 15
- (4) “Responsible Adult” means a person at least eighteen (18) years of age, who is the parent, guardian or other authorized adult to have the care or custody of a Student.
- (5) “School Official” means any personnel appointed or designated by a School or School District, including but not limited to principal, vice-principal, superintendent or designee.
- (6) “Student” means a minor between the ages of 5-17 or an 18-year-old person who has not completed the 12th grade, and is enrolled in a Public School in Union County.

4. Prohibited Conduct

- (1) Except as otherwise provided herein, Students are required to attend School regularly. It is unlawful for a Student to be Chronically Absent from School as described in this ordinance.
- (2) Every Responsible Adult having the custody or care of a Student shall make every reasonable effort to assist the Student to comply with this ordinance, and shall send the Student to School and maintain the Student in School so that the Student is not Chronically Absent.
- (3) This ordinance does not limit or supersede any provisions of Oregon law, which exempts certain children from compulsory school attendance (ORS 339.030); neither does this ordinance limit the duties, powers and responsibilities of public School Officials.

5. Proceedings

- (1) A Law Enforcement Official or School Official may issue a citation to a Student and Responsible Adult for violating this ordinance as set out in section 4, above.
- (2) Prior to issuing a citation, a School Official shall provide the Student and Responsible Adult with written notification to include the following:
 - a. The Student is required to attend School, and the Student is deemed Chronically Absent in violation of board policy, this ordinance, Oregon Administrative Rule, and ORS 339.010 & 339.065.
 - b. The failure of a Responsible Adult to send the Student to School and maintain the Student in School so that the Student does not miss 10 percent or more of School days is a violation of this ordinance.
 - c. The Student and Responsible Adult must attend a conference with a designated School Official on a specified date and time where expectations for the Student's regular attendance at School will be outlined.
 - d. The Student and Responsible Adult have the right to request an evaluation if the Student is not on an individualized education program (IEP). If the Student is on an IEP, the right to request a review of the IEP.
 - e. The Student and Responsible Adult may be cited to Union County Circuit Court for Chronic Absenteeism under this Ordinance.
- (3) Following the notification and process in section (2), above, if the Student remains Chronically Absent in violation of this ordinance or the Student or Responsible Adult fails to attend the conference in section (2)(c), an infraction citation may be issued. The citation will direct the Student, if the Student is in grades 6 through 12, and the Responsible Adult to appear at the Union County Circuit Court on a date and time certain.

- (4) If a Responsible Adult fails to appear at the date and time on the citation, the Circuit Court shall continue the matter and issue an order to show cause for the Responsible Adult to appear. A warrant may be issued for the Responsible Adult who fails to appear at the show cause proceeding.

6. Penalties

- (1) Order to attend School. Upon finding a violation of this ordinance, the Circuit Court shall order the Student to regularly attend School; and order the Responsible Adult to send the Student to School and maintain regular attendance.
- (2) Conditions. A representative for the School may give recommendations to the Circuit Court as to appropriate conditions. In addition to the order to attend School, the Circuit Court may impose conditions the Student, Responsible Adult, or both must meet or comply with for violating this ordinance. Conditions imposed by the Circuit Court may include, but are not limited to:
 - a. Set future dates and times for the Student and Responsible Adult to personally appear and provide progress reports demonstrating the Student's proof of attendance, current grades, other school related information requested by the Circuit Court, and compliance with other conditions, if any. The School may provide this information to the Circuit Court in writing, in lieu of a future court hearing.
 - b. At the expense of the Responsible Adult, order the Student, the Responsible Adult or both, to complete age-appropriate and relevant classes, groups, services or programs in Union County or online which the Circuit Court and/or School deems as appropriate.
- (3) Fine. The Circuit Court may impose a civil penalty on the Responsible Adult for an initial infraction up to \$500 for the first offense, and up to \$1,000 for each subsequent offense. The fine may be suspended and then subsequently dismissed if the Student and/or Responsible Adult completes the order under 2(a) and (b) under this section to the satisfaction of the Circuit Court. There may be only one suspension of the fine under this subsection with respect to a Responsible Adult.
- (4) The Circuit Court, School Official, or a Law Enforcement Official will, when the circumstances warrant, refer a Responsible Adult to the Union County District Attorney's Office for prosecution in Union County Circuit Court under ORS163.577(1)(c).

7. Separate Offenses

Each violation of this ordinance shall be deemed a separate offense.

8. Severance

In the event that any part of this ordinance shall be held by a court of competent jurisdiction to be invalid or unenforceable, the remaining portions will continue in full force and effect.

9. Emergency

This ordinance is immediately necessary for the preservation of the public peace, health and safety; an emergency is hereby declared to exist and this ordinance shall take effect immediately/30 days from passage.

First Reading: _____

Second Reading: _____

Dated this _____ day of _____ 2024.

CITY OF UNION RESOLUTIONS

RESOLUTION NO. 2024-

**A RESOLUTION CONSENTING TO UNION COUNTY ORDINANCE 2024-01
IMPLEMENTING MEASURES TO REDUCE INCIDENTS OF TRUANCY FROM UNION
COUNTY PUBLIC SCHOOLS**

WHEREAS, the Union County Commissioners will consider passage of Ordinance No. 2024-01, an Ordinance Implementing Measures to Reduce Incidents of Truancy from Union County Public Schools (“Ordinance”); and

WHEREAS, to be applicable within the City of Union, Ordinance must be consented to by the City Council pursuant to ORS 203.040; NOW, THEREFORE

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF UNION:

The City Council of Union in regular assembly hereby consents to Ordinance 2024-01, attached to this Ordinance and incorporated herein, allowing Union County jurisdiction regarding students in Kindergarten through 12th grades, enrolled in a full-time public school located within the incorporated City of Union.

ADOPTED BY ____ members of the Common council voting therefore and approved by the Mayor of the City of Union, this ____ day of _____, 2024.

Approved:

Attest:

Susan Hawkins, Mayor

Celeste Tate, City Administrator



Memorandum

Subject: Old West Federal Credit Union Bank Accounts
Meeting: City Council - Apr 08 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

After receiving the approval from council to open up an account for the City of Union with the Local Government Investment Pool (LGIP), paperwork was completed and arrangements made for the new account. During discussions with Debbie Monson the Branch Manager at Old West Federal Credit Union in the City of Union, she relayed a conversation that she had with the CEO of the credit union in which they discussed possible alternatives for the city to be able to earn a higher rate on city monies, but still keep the money at the local level. Debbie said that after discussions with the CEO, Old West Federal Credit Union will now be offering a municipal money market account for the city in which they match the rate that the LGIP is paying and change the rate in conjunction with the LGIP. This will allow the city to earn a higher rate on all monies in that account and is a good outcome for all parties.

FINANCIAL IMPACT:

Higher rate of return on all monies housed in the municipal money market account at Old West Federal Credit Union and not just monies that we would have held at the LGIP.

RECOMMENDATION:

Make a motion authorizing Celeste Tate, City Administrator to open a new Municipal Money Market Account with Old West Federal Credit Union with the same signers as the existing city bank accounts.



MINUTES

City Council Meeting

7:00 PM - Monday, March 11, 2024

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

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

Mayor: Hawkins
Councilors: Farmer, Cox, Black, Blackburn, Middleton, and Boyer-Davis

The City Council of the City of Union was called to order on Mar 11 2024, at 7:00 PM, 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 John Black

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

3. OLD BUSINESS:

Public comment is welcome on each subject addressed under the public comment rules stated below.

a) Water-Wastewater Rate Review

Mayor Hawkins discussed the Water Wastewater rate review which council reviewed at the last council meeting. Council will address the Resolution tonight. If council fails to address the rate prior to April, each respective rate will increase by 1.5% each year starting April 1st. Council reviewed information at the January and February meetings in regards to revenue and expenditure projections and needs. The financial impact and resulting increases should council adopt the Resolution will be a wastewater increase of 3% which would be an increase of \$1.57 per month for Residential and a water rate increase of 1% which is .34 cents Residential. This would result in a base residential utility bill for the City of Union increasing from \$86.86 per month to \$88.77 which is a 2.2% overall increase. Celeste discussed the water fund barely breaking even and that if the rate is not increased, it would need to be made up in the following year. Celeste discussed the DEQ permit that was just recently approved for wastewater that is effective until June 30th, 2028. The DEQ permit had additional requirements and testing, testing for more things that we

were not required to test for in the past and to test more frequently, twice as much as was done in the past which has also increased costs. This increased testing does allow us to utilize Catherine Creek after water is sufficiently treated and made safe. If the city was not able to discharge into Catherine Creek, lagoons would have to be built at a cost of probably around \$5 million as the cost was \$2-\$3 million several years ago. There is also the issue of a 20 year upgrade that was financed over 30 years so the sewer fund continues to pay on that loan until 2032. When a 20 year upgrade is financed over 30 years, it makes it difficult to have the funds to upgrade things when the 20 year upgrade is at the end of it's life. The Resolution 2024-04 was read through. Councilor Blackburn discussed the inflation rate, and costs increasing and his view that the council is doing the best it can but needs to address the needs so as not to jeopardize the water and sewer programs for the city. Councilor Cox discussed council also continuing to look at the improvements that are coming and making sure that the city continues to provide water and sewer functioning throughout the city. Mayor Hawkins said that if anyone would like a copy of the packet that was handed out for reviewing the water and sewer rates, they are welcome to come ask the city for a copy. It was clarified that this Resolution for a 1% increase in water rates and a 3% increase in sewer rates is just for one year and that if council does not make a change a year from now, that the Ordinance states that the rates will increase by just 1.5% to each respective rate unless council adopts a different Resolution a year from now. Councilor Boyer-Davis made a motion to accept Resolution 2024-04 as presented. Councilor Blackburn seconded. Motion passed unanimously.

b) Kennon Appeal #2023-01

Mayor Hawkins read through Exhibit A - Findings of Fact and Conclusions of Law and then opened up for any public comment as per regular council meetings. Deborah Kennon came forward and spoke about the deed of dedication from a prior minor partition, not the partition that is being appealed. She said that the prior administration signed the deed of dedication from the prior minor partition. She said she would love it if the council didn't sign the Order as her view is that the road is not hers, it is the city's road and that she is not going to chip seal it for the city. Williard Bertrand came forward for public comment and said that he is not sure this is something that should be carried forward to future planning commissions, to establish financial requirements for landowners who are dividing or offering their properties, that the people should not be required to do things outside the basic system development costs. Williard said he things that just goes against the concept of private ownership. Councilor Middleton said that there was nothing in the council paperwork saying that the road had been designated or accepted. Councilor Cos asked what the attorney said about the land being dedicated and whether that affects the appeal. Mayor Hawkins said that council is addressing the last minor partition application, not the first two parcels but the three additional parcels. Leonard Flint addressed council during public comment and said that he saw it as mayor and that it was given to the city attorney for review at the time it was being done in 2020 because he wouldn't sign any legal papers without first running that by the city attorney, that he knew there was a deed of dedication

and that they were trying to get things done. He said that the city probably should have waited until the road was completed but that he believes in handshakes and that it is just as good as signing a piece of paper. The city said what was going to need to be done on the road on the first two minor partitions and the deed of dedication was done and that Kennon does not now own the property. it is a city street. He also said that increasing development brings in more funds into the water a sewer funds and that there are other ways to get money into the city finances besides increasing the rates. Councilor Blackburn asked for some clarification on when the stipulations were put into effect since he wasn't at the prior council meeting. Mayor Hawkins discussed the timeline for the third partition which was October of 2023. Councilor Middleton discussed the requirements of a major partition which occurs when a street is created. Deborah Kennon spoke again and brought up the prior partition which Anderson Perry completed the paperwork on. She said that the council can choose to sign the papers on the Order or can choose not to sign them now that you have found the road is a city road. Mayor Hawkins called for the vote. Councilor Blackburn recused himself as he was not part of the original discussion. Councilor Boyer-Davis, Councilor Middleton, and Mayor Hawkins voted yes and Councilor Cox voted no.

4. NEW BUSINESS:

Public comment is welcome on each subject addressed under the public comment rules stated below.

a) Budget Committee

Mayor Hawkins and council reviewed the Budget Committee applications and Mayor Hawkins appointed Brett Baxter and Lavelle Braun to the Budget Committee to fill vacancies from two members who were unable to serve due to moving out of the city or otherwise unavailable.

b) Planning Commission Appointment

Mayor Hawkins and council reviewed the application for the Planning Commission and Mayor Hawkins appointed Marlin Good to the Planning Commission to fill a vacancy left from Lani Jones resignation.

c) November 2024 Election

There are three council positions that are up for election so deadlines for filing for the November election were reviewed. Those interested need to have 10 signatures from city of union citizens in order to get on the ballot.

d) Main Street Union

Mayor Hawkins discussed the Main Street unions request for funding at the same level that they received last year \$2,500. Celeste discussed a contact from a city citizen, the owner of the hotel in regards to an incident that occurred last summer in the part in which a pole on hotel property was damaged. The owner of the hotel has spoken with members of the Main Street Union as well

as the past city administrator Doug and Officer Johnson. he is very opposed to Main Street Union receiving funds from the city until this issue is resolved. Council tabled the topic until the next council meeting.

e) Fire EMS Rate

Mayor Hawkins said that council is not going to make a decision tonight, but that the council has some information for the public if they are interested in it, they can some pick up a copy. Mayor Hawkins discussed the committee that reviewed the information and put together costs projected over a 30 year period. If the ballot measure does pass, it would be good information to pass onto URFPD. Celeste discussed the Fire EMS rate history and how it has stayed \$10 per month for the last 11 years. Celeste discussed the different scenarios that were reviewed and the operating net losses and net incomes that were projected over time. She discussed that the equipment replacements add up to \$1,330,837 over 11 years which is about \$121,000 per year which supports a rate of \$16 per month. This rate would enable needed equipment replacements and the fund would also be okay for the next 12 years factoring in a .75 cent increase each year. Willard Bertrand discussed the procedural process and that taxes are generally voted upon. He thanked the city for the invitation to come to the council meeting that he received in the mail that is required by the charter. Willard said that the committee did a tremendous job and put together an amazing spreadsheet. He said that he is in favor of the ballot measure.

f) Union Sanitation Rates

Casey George from Union Sanitation discussed the negotiated contract that the Baker landfill has that allows them a 5% increase each year for the next 10 years. Union Sanitation received a 3.4% increase from Waste Pro so that means that the costs for Union Sanitation are increasing over 7% and Union Sanitation is asking for approval of a 4% increase in their rates. Rates that Union Sanitation is charged by Waste Pro was discussed and Councilor Blackburn asked to have the county commissioner invited to the next meeting to help answer questions on Waste Pro's agreement and costs related to Union Sanitation. Celeste mentioned that the Union County Commissioners approved an increase for Waste Pro of 7.1% for disposal rates. Councilor Blackburn asked it if would be a violation of the contract for Union Sanitation hauled directly to Baker and the answer by Casey was yes. Councilor Cos made a motion to approve the 4% increase for Union Sanitation. Councilor Boyer-Davis seconded. Motion passed unanimously.

g) Snow Blower for Skid Steer

Celeste discussed the request from Public Works for a snow blower attachment for the skidsteer. The three quotes were discussed and the need by public works in order to clear streets efficiently and not have piles of snow and berms blocking people in. Councilor Boyer-Davis made a motion to approve the request for a snow blower attachment for the skidsteer as presented. Councilor Cox seconded. Motion passed unanimously.

5. CONSENT AGENDA:

Councilor Boyer-Davis made a motion and seconded by Councilor Cox to accept the consent agenda as presented. Passed unanimously.

5.1. BUSINESS/SPECIAL MEETING MINUTES

- 5.1.1. February 12th, 2024 Fire/EMS Annexation - 2nd Public Hearing
- 5.1.2. February 12th, 2024 City Council Meeting
- 5.1.3. February 16th, 2024 Council Goal Setting

5.2. WORK SESSION MINUTES

- 5.2.1. February 12th, 2024
- 5.2.2. February 26th, 2024

5.3. INFORMATION REPORTS

- 5.3.1. Office Manager Monthly Report
- 5.3.2. Library Monthly Report
- 5.3.3. Fire/EMS Monthly Report
- 5.3.4. Sheriff's Monthly Report
- 5.3.5. Animal Officer Monthly Report

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

- a) Water Sewer Committee Meeting
- b) Fire/EMS Annexation Committee
- c) Charter Committee

Mayor Hawkins and Councilor Boyer-Davis discussed the charter review that is occurring and that they are researching some comments that were written on some of the old charter documents in regards to something being unconstitutional as well as some of the minor suggestions on gender used throughout the document that should be updated. Mayor Hawkins said they are making good progress and meeting every other Wednesday at 9am at City Hall

- d) Zoning Committee

Councilor Blackburn said he and Councilor Black met and went over what the city zoning is and jotted down different priorities that they wanted to accomplish. They are going to seek out a few public people to come to their next meeting and help them get an idea of what the public might want. They are meeting the first Thursday of each month at 6pm at City Hall.

- e) Buffalo Flat Project

Celeste discussed the update that she received from Aaron Bliesner and that depending upon the timing of the Union Soil and Water Conservation District meeting and the City of Union Council meeting, sometimes the updates are a month old as we may have just had a council meeting right before they have their board meeting. Celeste discussed the timeline of the Buffalo Flat Project phase one Little Creek and the timeline for the 80% design being completed in draft form by June 30th, 2024. Difficulties with the project were discussed by council including the floodplain studies, changes in cost for landowners for flood insurance. Mayor Hawkins and Councilor Middleton discussed the need for a public hearing to hear from the public on their concerns on this project and get their questions answered. Councilor Blackburn discussed the public outreach that the group has done but at the end of the day, there's still a lot of questions. Councilor Blackburn said that part of it is their staffing issue, they have been short staffed but they are just trying to do their job. Council discussed asking Aaron to attend the next meeting to answer some questions. Councilor Blackburn discussed the floodplain maps being outdated

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Public Works Report
- b) Wastewater Report
- c) City Administrator Report

Councilor Cox asked about access on Willowdale Lane and if the College Street bridge is shut down, if people will have access through that street. Councilor Cox said that needs to be looked into. Celeste discussed the meeting that she had with Michelle Owen in regards to the college street bridge and the need for the city to match 10% of the project cost or about \$300,000. her concern is that if the city outlays the 10% for their portion of the cost of design and then the project does not go forward, it could be \$30,000 of wasted money. Celeste said she would work on getting Willowdale straightened out so that if the city does end up closing the bridge, that the Willowdale issue is resolved. Councilor Blackburn asked how many properties would need to access Willowdale? Councilor Cox and Councilor Middleton said there is six.

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:

- a) March 12th, 2024 - Trails workgroup @ 6pm
- b) March 14th, 2024 - Charter Committee @ 1pm
- c) March 20th, 2024 - Planning Commission @ 7pm
- d) March 25th, 2024 - Council Work Session @ 6pm
- e) April 8th, 2024 - Council Work Session @ 6pm
- f) April 8th, 2024 - Council Business Meeting @ 7pm

10. ADJOURNMENT:

This meeting was adjourned at 9:11 PM.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, March 11, 2024

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

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

Farmer, Cox, Black, Blackburn, Middleton and Boyer-Davis

The City Council of the City of Union was called to order on March 11th, at 6:04pm, 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 John Black

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

a) Water-Wastewater Rate Review

Celeste discussed the wastewater treatment plant upgrade loans that the city has had. There was a loan that originated in 1977 that was finally paid off in 2021-2022. Celeste Tate advocates for 3% increase in sewer rates to address the declining balance in the sewer fund and rising expenses due to increased testing requirements set out in the current DEQ permit that is in place until June 30th 2028. Councilor Blackburn and Celeste discussed the current wastewater treatment plant loan and the \$177,000 annual payments that will be due each year through 2031 and then a final payment of \$14,000 in 2032. Councilor Cox discussed the need to look at what alternatives there are to being in Catherine Creek. The cost of upgrading the wastewater system in order to get out of Catherine Creek was \$2-\$3 million several years ago. Celeste discussed the requirements of the DEQ permit and that as long as the requirements of the permit are followed, the DEQ would not come back and say the city needs to get out of Catherine Creek before the current permit expires in 2028. Councilor Blackburn spoke about the city having the expense of the loan for eight more years but there is also the need to complete some

major improvements. Once the loan is paid off it does give the city some flexibility on what can be completed. Councilor Cox discussed looking into grants to support wastewater upgrades but that there are requirements on what the city wastewater rates must be in order to successfully receive those grants. The wastewater committee meetings were discussed which are the first Mondays of the month at 7:30pm and the public is welcome. Councilor Cox and Councilor Middleton are on that committee. Councilor Cox said they would love to have some citizen join them.

b) Kennon Appeal #2023-01

Mayor Hawkins discussed the documents that will be reviewed at the Council meeting in regards to the Kennon Appeal #2023-01 which are the Exhibit A Findings and Conclusions on Appeal and the Order on Approval 2024-01. Mayor Hawkins mentioned that the date on Exhibit A page 3 of 4 needs to be changed from February to March as well as pages 1 and 2 of the Order 2024-01 that needs the month changed from February to March. Celeste discussed what the process was for the appeal at the council level which was that the council had the public hearing to review the facts and then at the next council meeting with the Kennon appeal on the agenda, the decision of the Planning Commission was affirmed and the appeal was denied. Now council is to review the Findings of Fact and Conclusions of Law and the Order on Approval which again affirms the decision of the Planning Commission. If the appellant still disagrees, the Order does outline what their recourse is which is to go to LUBA which is the state oversight body for land use.

c) Fire EMS Rate

The council discussed reviewing and potentially changing the Fire EMS user fee, with decision to be made in May. Mayor Hawkins said that if the ballot measure passes, the Fire EMS user fee will be null and void but that if it does not pass, the council needs to have taken steps to make sure that the needed rate starting July is put into place. Celeste said that Councilor Cox did read the Ordinance at a prior council meeting that lines out the process for changing the user fee which is that the council needs to review the information by April, to institute the needed rate effective July 1st. The process of URFPD taking over services if the ballot measure passes was discussed where citizens would instead be charge \$1.2292 per \$1,000 of assessed property value and until the URFPD has it's ambulance services certification in place, the city would provide those contracted services. The process for turning over the equipment reserve to URFPD was also discussed along with the history of the rate where it has stayed at \$10 per month for the last 11 years. Celeste discussed the cost of replacing equipment, the inflation rate, and using those costs to determine what the rate needs to be in order to replace equipment when needed. Celeste is advocating for a \$16 per month rate based upon current operational costs, and future projected operating costs and equipment replacements. Councilor Blackburn discussed the average inflation in the past 10 years being 1.88% so for the last 10 years that is roughly 19% compared to raising the rate at 60%. However, he said the city has to compare apples to apples for fire equipment

and that the demand in fire equipment has skyrocketed over the past 10 years, especially over the last three to four years since so much money has been pushed into the market through grants and other avenues so pricing is also a result of supply and demand. Casey George Fire Chief discussed the price of fire equipment doubling in the last couple of years with no signs of slowing down. That there are few companies selling fire equipment and those that do are charging high prices due to certification and manufacturing requirements. Councilor Cox discussed the need to hold future councils accountable to review the Fire EMS user fee each year in March for needed changes. Councilor Blackburn discussed the proposed Fire EMS user fee and that the information has been reviewed by a lot of people, that it is not something that is taken lightly or a number that has just been picked. The numbers have been gone through forwards and backwards and all possible ways but that there are things that are needed by the Fire and EMS in order for them to operate, for them to be safe, and to serve the citizens. Mayor Hawkins said that the council would review a Resolution for the Fire EMS fee at the April council meeting.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 6:04pm

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, March 25, 2024

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

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

Farmer, Cox, Black, Blackburn, Middleton and Boyer-Davis

The City Council of the City of Union was called to order on March 25th, 2024 at 6:00 PM, 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 John Black

EXCUSED: John Farmer and Jay Blackburn

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

a) Truancy Ordinance

Mayor Hawkins asked who will be presenting the Truancy Ordinance. Celeste Tate said that she has asked the parties involved that are bringing it forth to be here so they can talk through it. Superintendent Carter Wells from the Union School District came forward and that prior to COVID there was a truancy law. With COVID-19 and the pandemic, that truancy law went away and so while we are over the pandemic, there is still an attendance issue. So that is where this ordinance comes from. It is about getting back to the normal part of life that we left with COVID-19. Superintendent Wells talked about in the 15 years that he has been in union, he has never issued a citation to a citizen for truancy. he feels that it gives the parents the ability to say to their son or daughter, that they have to go to school or they can get cited as a family as a parent. Ultimately, if they did end up getting into a situation where the student was not coming to school and they did issue a citation, they would appear in front of a judge who may push the parent towards some kind of education such as a parenting class, rather than issuing a fine. This is more about educating and more about getting kids into classrooms than anything else. Mayor Hawkins asked if there is a difference in attendance now compared to prior to

COVID? Superintendent Wells said there is a lasting effect here. There was no accountability as everyone went home for months and there is not as much accountability now. There are more students and families going to online schooling than prior to COVID. He feels strongly about a brick and mortar education facility that you learn so many things that don't come out of a book, the interactions with adults, other students, interpersonal communication skills that you develop which are very important. District Attorney Kelsie McDaniel spoke about how in 2021 the legislature repealed portions of the juvenile law and one of them was under Senate Bill 817. The intention was to reduce financial penalties on youth in criminal systems and citations. In that package, the accountability piece, and the ability to cite into circuit court for truancy was removed in April of 2021. So the statute is still there requiring student to go to school but the mechanism in which that enforcement piece happens is what the Ordinance is trying to address. McDaniel walked through the Ordinance with the sections related to the penalties and fines and that the school would work with the family to address that family's needs. It would be on a case by case basis based upon that family's needs. It does not give the ability to put somebody in jail. The fines that are included are not mandatory unless its a repeat offense. Councilor Cox said the members of the homeschool community asked about whether this ordinance and he said that as far as he reads it, it's just to enable public school to be able to help get the kids that are supposed to be coming to school. McDaniel said that is correct, it does not apply to homeschools, private or online schools. Councilor Boyer-Davis discussed her concerns with how decisions have been taken away from the parents at that level and that is where her issue and concerns come from and that maybe it's a little bit higher than the local level right now but how long is it going to take before it gets here? That is her concern. Superintendent Wells discussed that there will be a lot of discussions with the family to bring the student in and try to create a resolution to what the issues are. This Ordinance would be for that specific family that the discussions have happened the plans have been made but not followed through so then this would give the school that leverage to have that conversation and some teeth about how to get the child an education. This helps the parents too. McDaniel discussed that the County Commissioners cannot implement an ordinance to affect within the city limits of the individual cities without consent from the city council. So, that is why the Ordinance is being brought to the Union City council for consideration with an example Resolution. Mayor Hawkins asked about the timing of needing the Resolution reviewed and Wells said that there are no students that they have that are in the ballpark of using this Ordinance for so it would not be something that would happen really quick. Councilor Cox said that he wanted to clarify that what he read was that it is not that they are going to be stopping kids on the street. That if they miss 10% attendance, they will get a letter sent home from the school to please get your children to school, then if that doesn't work, then there will be further discussion according to the Ordinance proposed. Councilor Middleton discussed how the people skills are just as important as the reading and writing and arithmetic that they learn in school. Mayor Hawkins discussed the Ordinance being an avenue to assist families who are truly having a problem getting their children to school for some reason. That it could

be very helpful. Sheriff Cody Bowen discussed that in the six years he was a school resource officer, his position was used as a tool when it finally came down to meeting with the parents and looking at different avenues to get the children to school. He said that he could only think of three actual citations that were delivered in the six year he was a school resource officer in Union County.

b) Fire EMS Rate

Celeste discussed that the information presented was what was given to council at prior meetings so that the public can easily access it per request. The Resolution and the Ordinance related to the Fire EMS user fees are attached. Celeste would like to address the user fee first and then the Ordinance at a later time as it takes two months to change an Ordinance to make it so that the Fire EMS user fee would increase automatically like the water and sewer rates if the council does not decide otherwise. If the Fire EMS stays with the City of Union, the council needs to have decided what the user fee needs to be. If the annexation goes through, then the user fee will be null and void. Councilor Cox said that it is in the council's purview to do a Resolution for the Fire EMS user fee and that it has not been reviewed for 11 years. That prices have gone up quite a bit in that time frame and so that is why the Fire EMS committee has proposed this as the new user fee. Celeste discussed having the Fire EMS user fee Ordinance changed to have an automatic increase is a motivator to have council review it each year and not just leave it for several years but to review it and give a basis and support for the decision. Mayor Hawkins making sure that it is on the councils mind that it needs to go on the agenda for review is important so that it does not get missed.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

Councilor Boyer-Davis discussed some issues that were brought up to her on trash but that the person wanted to be confidential. Celeste said that if the person is wanting to fill out a complaint it does need to be filled out.

7. ADJOURNMENT:

This meeting was adjourned at 6:48 PM

Mayor

City Administrator



Memorandum

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

ATTACHED:

- [March 2024 AP's](#)
- [March 2024 Expenses](#)
- [March 2024 Revenues](#)
- [Office Manager Report March 2024](#)

City of Union
Council Approval Report
(Council Approval Report)

3/6/2024 2:14pm

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Vendor									
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001								
March '24	03/06/24	city hall	03/15/24	\$155.11	\$155.11	100-110-5202501	Heat	\$1,300.00	\$933.74
March '24	03/06/24	city hall	03/15/24	\$155.10	\$155.10	200-200-5202501	Heat	\$7,500.00	\$6,044.93
March '24	03/06/24	city hall	03/15/24	\$155.10	\$155.10	300-300-5202501	Heat	\$4,000.00	\$2,647.61
March '24	03/06/24	treatment plant	03/15/24	\$19.38	\$19.38	300-300-5202501	Heat	\$4,000.00	\$2,647.61
March '24	03/06/24	treatment plant	03/15/24	\$335.56	\$335.56	300-300-5202501	Heat	\$4,000.00	\$2,647.61
March '24	03/06/24	library	03/15/24	\$309.41	\$309.41	600-600-5202501	Heat	\$2,500.00	\$1,814.08
March '24	03/06/24	ranger station	03/15/24	\$192.57	\$192.57	800-800-5202501	Heat	\$3,000.00	\$2,360.82
March '24	03/06/24	ranger station	03/15/24	\$11.48	\$11.48	800-800-5202501	Heat	\$3,000.00	\$2,360.82
March '24	03/06/24	ranger station	03/15/24	\$5.74	\$5.74	800-800-5202501	Heat	\$3,000.00	\$2,360.82
					\$1,339.45				
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223								
80152009	03/06/24	meter reading program	03/15/24	\$29.40	\$29.40	200-200-5203800	IT/Computer/Software	\$7,500.00	\$621.60
80152009	03/06/24	meter reading program	03/15/24	\$29.40	\$29.40	300-300-5203800	IT/Computer/Software	\$8,500.00	\$982.51
					\$58.80				
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173								
Mar '24	03/06/24	public works	03/15/24	\$53.53	\$53.53	200-200-5202570	Telephone/Cell	\$5,500.00	\$1,932.61
Mar '24	03/06/24	city well	03/15/24	\$29.09	\$29.09	200-200-5202570	Telephone/Cell	\$5,500.00	\$1,932.61
Mar '24	03/06/24	streets	03/15/24	\$53.52	\$53.52	500-500-5202570	Telephone/Cell	\$650.00	\$323.23
Mar '24	03/06/24	library phone	03/15/24	\$69.35	\$69.35	600-600-5202570	Telephone/Cell	\$1,200.00	\$466.00
Mar '24	03/06/24	library internet	03/15/24	\$86.19	\$86.19	600-600-5203800	IT/Computer/Software	\$3,500.00	\$1,762.41
					\$291.68				
218	Daggett, Heather, PO Box 865, Union, OR, 97883								
reimb Mar '24	03/06/24	clothing allowance	03/15/24	\$24.49	\$24.49	300-300-5202560	Clothing	\$1,200.00	\$1,015.86
					\$24.49				
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883								
24-003	03/06/24	ranger station proj/house #2/contract services	03/15/24	\$2,125.00	\$2,125.00	115-000-5403203	Land/Buildings	\$435,710.00	\$272,126.00
24-02	03/06/24	airbnb contract services	03/15/24	\$517.33	\$517.33	800-800-5202190	Contract Services	\$24,000.00	\$16,795.48
					\$2,642.33				
402	Davenport, Chelsea, PO Box 946, Union, OR, 97883								
reimb Mar '24	03/06/24	ranger station proj/house #2/furniture/décor	03/15/24	\$937.31	\$937.31	115-000-5403203	Land/Buildings	\$435,710.00	\$272,126.00
reimb Mar '24	03/06/24	ranger station proj/house #2/front entry railing	03/15/24	\$555.00	\$555.00	115-000-5403203	Land/Buildings	\$435,710.00	\$272,126.00
					\$1,492.31				
405	EO Media Group, PO Box 6020, Bend, OR, 97708								
0224EO48973	03/06/24	ballot notice posting	03/15/24	\$123.50	\$123.50	700-710-5202727	Advertising/Publishing	\$150.00	\$150.00
					\$123.50				
200	EORS/NWCS, 2007 Adams Ave, La Grande, OR,								

Council Approval Report
(Council Approval Report)

Vendor		Description		Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
377526-1	03/06/24	ranger station/house #2/concrete sealant	03/15/24	\$112.06	\$112.06	115-000-5403203	Land/Buildings	\$435,710.00	\$272,126.00	
377526-1	03/06/24	ranger station/house #2/concrete sealant	03/15/24	\$112.06	\$112.06	115-000-5403203	Land/Buildings	\$435,710.00	\$272,126.00	
377526-1	03/06/24	ranger station/house #2/parking pad	03/15/24	\$169.63	\$169.63	115-000-5403203	Land/Buildings	\$435,710.00	\$272,126.00	
					\$393.75					
233	Hampton's Inc. dba Roger's Asphalt Paving, PO Box K, La Grande, OR, 97850									
11043	03/06/24	ranger station proj/house #2/parking pad	03/15/24	\$872.16	\$872.16	115-000-5403203	Land/Buildings	\$435,710.00	\$272,126.00	
					\$872.16					
10	Hometown Hardware, PO Box 1024, Union, OR, 97883									
59085	03/06/24	water dept supplies	03/15/24	\$27.50	\$27.50	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$15,701.99	
59070	03/06/24	sewer dept supplies	03/15/24	\$245.35	\$245.35	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,824.91	
59423	03/06/24	ranger station supplies	03/15/24	\$82.50	\$82.50	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,182.00	
					\$355.35					
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066									
16091951	03/06/24	copier maint contract	03/15/24	\$29.96	\$29.96	100-110-5202190	Contract Services	\$7,500.00	(\$311.42)	
16091951	03/06/24	copier maint contract	03/15/24	\$44.94	\$44.94	200-200-5202190	Contract Services	\$5,000.00	\$3,279.71	
16091951	03/06/24	copier maint contract	03/15/24	\$44.94	\$44.94	300-300-5202190	Contract Services	\$7,000.00	\$6,179.71	
16091951	03/06/24	copier maint contract	03/15/24	\$7.49	\$7.49	500-500-5202190	Contract Services	\$3,000.00	\$2,919.60	
16091951	03/06/24	copier maint contract	03/15/24	\$7.49	\$7.49	700-710-5202190	Contract Services	\$350.00	\$269.52	
16091951	03/06/24	copier maint contract	03/15/24	\$7.49	\$7.49	700-720-5202190	Contract Services	\$500.00	\$419.52	
16091951	03/06/24	copier maint contract	03/15/24	\$7.49	\$7.49	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,182.00	
					\$149.80					
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279									
21795844	03/06/24	ambulance medical supplies	03/15/24	\$445.68	\$445.68	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$6,699.72	
					\$445.68					
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144									
March '24	03/06/24	ambulance medical supplies	03/15/24	\$71.34	\$71.34	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$6,699.72	
					\$71.34					
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711									
Feb '24	03/06/24	adobe	03/15/24	\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,703.99	
Feb '24	03/06/24	cash back rewards	03/15/24	(\$23.09)	(\$23.09)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,703.99	
Feb '24	03/06/24	office supplies	03/15/24	\$28.99	\$28.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,703.99	
Feb '24	03/06/24	treatment plant supplies	03/15/24	\$21.73	\$21.73	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,824.91	
Feb '24	03/06/24	treatment plant supplies	03/15/24	\$39.99	\$39.99	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,824.91	
Feb '24	03/06/24	treatment plant supplies	03/15/24	\$99.90	\$99.90	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,824.91	
Feb '24	03/06/24	treatment plant supplies	03/15/24	\$86.34	\$86.34	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,824.91	
Feb '24	03/06/24	cash back rewards	03/15/24	(\$5.12)	(\$5.12)	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,824.91	
Feb '24	03/06/24	library supplies	03/15/24	\$10.26	\$10.26	600-600-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,824.91	
Feb '24	03/06/24	library supplies	03/15/24	\$5.04	\$5.04	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,557.72	
					\$5.04					

Council Approval Report (Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Feb '24	03/06/24	library supplies	03/15/24	\$21.43	\$21.43	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,557.72
Feb '24	03/06/24	cash back rewards	03/15/24	(\$19.62)	(\$19.62)	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,557.72
Feb '24	03/06/24	books	03/15/24	\$28.80	\$28.80	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,679.51
Feb '24	03/06/24	books	03/15/24	\$8.01	\$8.01	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,679.51
Feb '24	03/06/24	books	03/15/24	\$17.21	\$17.21	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,679.51
Feb '24	03/06/24	books	03/15/24	\$133.59	\$133.59	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,679.51
Feb '24	03/06/24	books	03/15/24	\$444.22	\$444.22	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,679.51
Feb '24	03/06/24	books	03/15/24	\$71.92	\$71.92	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,679.51
Feb '24	03/06/24	books	03/15/24	\$15.86	\$15.86	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,679.51
Feb '24	03/06/24	books	03/15/24	\$338.03	\$338.03	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,679.51
Feb '24	03/06/24	books	03/15/24	\$13.77	\$13.77	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,679.51
Feb '24	03/06/24	books	03/15/24	\$20.98	\$20.98	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,679.51
Feb '24	03/06/24	books	03/15/24	\$7.07	\$7.07	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,679.51
Feb '24	03/06/24	library programs	03/15/24	\$33.15	\$33.15	600-600-5203450	Library Programs	\$7,250.00	\$6,265.35
Feb '24	03/06/24	credit carried from last month	03/15/24	(\$1.56)	(\$1.56)	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$6,699.72
Feb '24	03/06/24	cash back rewards	03/15/24	(\$1.70)	(\$1.70)	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$6,699.72
Feb '24	03/06/24	printer ink	03/15/24	\$85.00	\$85.00	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$6,699.72
Feb '24	03/06/24	return postage	03/15/24	\$34.40	\$34.40	700-720-5202640	Postage/Shipping	\$750.00	(\$163.81)
				\$1,538.59					
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824								
March '24	03/06/24	IT services contract	03/15/24	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$8,000.00	\$1,759.36
March '24	03/06/24	IT services contract	03/15/24	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$250.00	\$62.72
672-	03/06/24	ranger station proj/house #2/internet installation	03/15/24	\$526.95	\$526.95	115-000-5403203	Land/Buildings	\$435,710.00	\$272,126.00
March '24	03/06/24	IT services contract	03/15/24	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$7,500.00	\$621.60
March '24	03/06/24	IT services contract	03/15/24	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$8,500.00	\$982.51
March '24	03/06/24	IT services contract	03/15/24	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$606.81
March '24	03/06/24	IT services contract	03/15/24	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$3,500.00	\$1,762.41
March '24	03/06/24	IT services contract	03/15/24	\$10.00	\$10.00	700-710-5203800	IT/Computer/Software	\$500.00	(\$2.21)
March '24	03/06/24	IT services contract	03/15/24	\$10.00	\$10.00	700-720-5203800	IT/Computer/Software	\$1,000.00	(\$2.95)
March '24	03/06/24	IT services contract	03/15/24	\$10.00	\$10.00	800-800-5203800	IT/Computer/Software	\$500.00	\$312.72
				\$1,326.95					
96	Royal Rock, PO Box 116, Cove, OR, 97824								
2024-004	03/06/24	street supplies/gravel	03/15/24	\$1,920.27	\$1,920.27	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,216.45
				\$1,920.27					
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644								
March 2024	03/06/24	volunteer fire/ems insurance	03/15/24	\$4.68	\$4.68	700-710-5102128	Benefits	\$7,055.00	\$3,855.97
March 2024	03/06/24	volunteer fire/ems insurance	03/15/24	\$4.70	\$4.70	700-720-5102128	Benefits	\$6,305.00	\$3,280.16
				\$9.38					
14	TAL Building Centers, 203 SE Park Plaza Dr. Suite 250, Vancouver, WA, 98684								

City of Union
Council Approval Report
 (Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
59373	03/06/24	ranger station proj/house #2/dryer hookup parts	03/15/24	\$88.97	\$88.97	115-000-5403203	Land/Buildings	\$435,710.00	\$272,126.00
59435	03/06/24	ranger station proj/house #2/dryer hookup parts	03/15/24	\$4.38	\$4.38	115-000-5403203	Land/Buildings	\$435,710.00	\$272,126.00
514	Tate, Celeste, PO Box 1113, Elgin, OR, 97827				\$93.35				
Reimb March '24	03/06/24	clothing allowance	03/15/24	\$48.86	\$48.86	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,703.99
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596				\$48.86				
March '24	03/06/24	mobile internet	03/15/24	\$17.85	\$17.85	200-200-5203800	IT/Computer/Software	\$7,500.00	\$621.60
March '24	03/06/24	mobile internet	03/15/24	\$17.85	\$17.85	300-300-5203800	IT/Computer/Software	\$8,500.00	\$982.51
March '24	03/06/24	mobile internet	03/15/24	\$8.92	\$8.92	700-720-5203800	IT/Computer/Software	\$1,000.00	(\$2.95)
515	Union Lions Club, PO Box 337, Union, OR, 97883				\$44.62				
grant funds	03/06/24	economic grant funds	03/15/24	\$1,000.00	\$1,000.00	100-110-5202920	Economic Development	\$25,000.00	\$11,737.95
85	Union Market, PO Box 886, Acct #2010, Union, OR, 97883				\$1,000.00				
Feb '24	03/06/24	city hall supplies	03/15/24	\$55.11	\$55.11	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,703.99
Feb '24	03/06/24	park supplies	03/15/24	\$53.47	\$53.47	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$2,994.09
Feb '24	03/06/24	library supplies	03/15/24	\$21.57	\$21.57	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,557.72
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883				\$130.15				
1075	03/06/24	rent/utilities	03/15/24	\$1,099.68	\$1,099.68	700-710-5202280	Rent/Fire & Ambulance	\$14,000.00	\$7,327.00
1075	03/06/24	rent/utilities	03/15/24	\$1,099.67	\$1,099.67	700-720-5202280	Rent/Fire & Ambulance	\$14,000.00	\$8,252.54
163	Union Sanitation, PO Box 906, Union, OR, 97883				\$2,199.35				
566142	03/06/24	abatement/735 W Arch	03/15/24	\$346.80	\$346.80	100-120-5202630	Apartment	\$3,000.00	\$3,000.00
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293				\$346.80				
Mar '24	03/06/24	public works fuel	03/15/24	\$104.72	\$104.72	200-200-5202490	Fuel	\$5,000.00	\$3,112.21
Mar '24	03/06/24	prompt pay credit	03/15/24	(\$0.59)	(\$0.59)	200-200-5202490	Fuel	\$5,000.00	\$3,112.21
Mar '24	03/06/24	treatment plant fuel	03/15/24	\$210.01	\$210.01	300-300-5202490	Fuel	\$4,000.00	\$2,998.63
Mar '24	03/06/24	prompt pay credit	03/15/24	(\$0.59)	(\$0.59)	300-300-5202490	Fuel	\$4,000.00	\$2,998.63
Mar '24	03/06/24	streets fuel	03/15/24	\$161.17	\$161.17	500-500-5202490	Fuel	\$4,000.00	\$3,186.71
Mar '24	03/06/24	ambulance fuel	03/15/24	\$99.55	\$99.55	700-720-5202490	Fuel	\$4,500.00	\$2,958.49
Mar '24	03/06/24	prompt pay credit	03/15/24	(\$0.34)	(\$0.34)	700-720-5202490	Fuel	\$4,500.00	\$2,958.49
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416				\$573.93				
Mar '24-park	03/06/24	internet/cameras	03/15/24	\$70.00	\$70.00	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$2,994.09

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
March '24-public w	03/06/24	phone/internet	03/15/24	\$195.10	\$195.10	200-200-5202570	Telephone/Cell	\$5,500.00	\$1,932.61
Mar '24-treatment p	03/06/24	phone/internet	03/15/24	\$71.40	\$71.40	300-300-5202570	Telephone/Cell	\$3,000.00	\$715.75
March '24-public w	03/06/24	internet	03/15/24	\$50.00	\$50.00	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,182.00


 \$386.50
 \$17,879.39



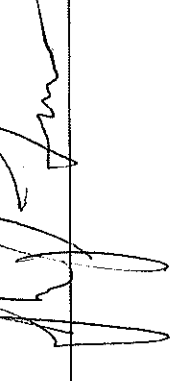
Total Bills To Pay:

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 7th day of March, 2024

Council Member		<u>3-7-24</u>
Council Member		<u>3-7-24</u>
City Administrator		<u>3/7/24</u>

City of Union
Council Approval Report
(Council Approval Report)

3/19/2024 2:40pm

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001		4									
	Mar '24		03/18/24	city hall	03/22/24	\$126.18	\$126.18	100-110-5202501	Heat	\$1,300.00	\$778.63
	Mar '24		03/18/24	city hall	03/22/24	\$126.20	\$126.20	200-200-5202501	Heat	\$7,500.00	\$5,889.83
	Mar '24		03/18/24	treatment plant	03/22/24	\$263.99	\$263.99	300-300-5202501	Heat	\$4,000.00	\$2,137.57
	Mar '24		03/18/24	city hall	03/22/24	\$126.20	\$126.20	300-300-5202501	Heat	\$4,000.00	\$2,137.57
	Mar '24		03/18/24	treatment plant	03/22/24	\$19.38	\$19.38	300-300-5202501	Heat	\$4,000.00	\$2,137.57
	Mar '24		03/18/24	library	03/22/24	\$247.85	\$247.85	600-600-5202501	Heat	\$2,500.00	\$1,504.67
	Mar '24		03/18/24	ranger station	03/22/24	\$6.39	\$6.39	800-800-5202501	Heat	\$3,000.00	\$2,151.03
	Mar '24		03/18/24	ranger station	03/22/24	\$11.48	\$11.48	800-800-5202501	Heat	\$3,000.00	\$2,151.03
	Mar '24		03/18/24	ranger station	03/22/24	\$164.81	\$164.81	800-800-5202501	Heat	\$3,000.00	\$2,151.03
							\$1,092.48				
Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754		41									
	X057312		03/18/24	water testing	03/22/24	\$50.00	\$50.00	200-200-5202270	Water Testing	\$4,000.00	\$2,306.00
							\$50.00				
Daggett, Heather, PO Box 865, Union, OR, 97883		218									
	reimb/mar '24		03/18/24	clothing allowance	03/22/24	\$12.49	\$12.49	200-200-5202430	Clothing	\$1,200.00	\$1,015.87
	reimb/mar '24		03/18/24	clothing allowance	03/22/24	\$12.50	\$12.50	300-300-5202430	Clothing	\$1,200.00	\$991.37
	reimb/mar '24		03/18/24	backflow device annual calibration	03/22/24	\$75.00	\$75.00	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$4,665.37
							\$99.99				
Dodds, Laura, PO Box 7, Union, OR,		295									
	reimb mar '243		03/19/24	clothing allowance FY 23-24	03/22/24	\$200.00	\$200.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,570.13
							\$200.00				
Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850		9									
	93725		03/18/24	contract services	03/22/24	\$8.84	\$8.84	100-110-5202190	Contract Services	\$7,500.00	(\$341.38)
	93725		03/18/24	contract services	03/22/24	\$8.83	\$8.83	100-160-5202190	Contract Services	\$1,000.00	\$898.11
	93725		03/18/24	contract services	03/22/24	\$35.36	\$35.36	200-200-5202190	Contract Services	\$5,000.00	\$3,234.77
	93725		03/18/24	contract services	03/22/24	\$35.36	\$35.36	300-300-5202190	Contract Services	\$7,000.00	\$6,134.77
							\$88.39				
Forrest, Pam, PO Box 628, Union, OR, 97883		78									
	reimb/mileage		03/18/24	EMT conference/Pendleton mileage	03/22/24	\$93.80	\$93.80	700-720-5202010	Travel/Training	\$7,000.00	\$2,840.79
							\$93.80				
Hesse, James, PO Box 210, Union, OR, 97883		176									
	reimb/mileage		03/18/24	EMS conference/Pendleton mileage	03/22/24	\$93.80	\$93.80	700-720-5202010	Travel/Training	\$7,000.00	\$2,840.79
							\$93.80				
KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336		11									
	4146371		03/19/24	lighting/screen bidg	03/22/24	\$83.36	\$83.36	310-000-5403850	Building Improvements	\$40,000.00	\$32,131.08
							\$83.36				

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

3/19/2024 2:40pm

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850	64	03/18/24	shared ALS runs/january '24	03/22/24	\$1,785.25	\$1,785.25	700-720-5202152	Billing/ALS Fees	\$13,500.00	(\$17,037.14)
One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	18	03/18/24	water locates	03/22/24	\$3.50	\$3.50	200-200-5202110	Legal/Attorney Se		
	3120503	03/18/24	water locates	03/22/24	\$3.50	\$3.50	300-300-5202110	Legal/Attorney Se		
					\$7.00	\$7.00				
O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	17	03/19/24	reimb march '24 rackspace email/monthly	03/22/24	\$105.32	\$105.32	100-110-5202181	Supplies (Janitorie		
	674	03/19/24	conference room camera/install	03/22/24	\$161.98	\$161.98	100-110-5203800	IT/Computer/Softw		
	674	03/19/24	reimb march '24 rackspace email/monthly	03/22/24	\$136.91	\$136.91	200-200-5202181	Supplies (Janitoria		\$15,674.49
	674	03/19/24	conference room camera/install	03/22/24	\$162.00	\$162.00	200-200-5203800	IT/Computer/Softwa		\$351.01
	674	03/19/24	reimb march '24 rackspace email/monthly	03/22/24	\$136.91	\$136.91	300-300-5202181	Supplies (Janitorial & Op		\$15,336.72
	674	03/19/24	conference room camera/install	03/22/24	\$162.00	\$162.00	300-300-5203800	IT/Computer/Softwa		\$711.92
	674	03/19/24	reimb march '24 rackspace email/monthly	03/22/24	\$21.07	\$21.07	600-600-5202181	Supplies (Janitorial & Op		\$3,519.04
	674	03/19/24	conference room camera/install	03/22/24	\$7.03	\$7.03	700-710-5202181	Supplies (Janitorial & Op		\$2,926.64
	674	03/19/24	reimb march '24 rackspace email/monthly	03/22/24	\$7.03	\$7.03	700-720-5202181	Supplies (Janitorial & Op		\$6,100.96
	674	03/19/24	conference room camera/install	03/22/24	\$7.03	\$7.03	800-800-5202181	Supplies (Janitorial & Op		\$1,042.01
Oxarc, PO Box 2605, Spokane, WA, 99220-2605	20	03/18/24	treatment plant supplies	03/22/24	\$2,184.13	\$2,184.13	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,336.72
	32015347	03/18/24	chemical container deposit credit	03/22/24	(\$100.00)	(\$100.00)	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,336.72
SAIF Corp, 400 High Street SE, Salem, OR, 97312	366	03/18/24	workmans comp	03/22/24	\$105.50	\$105.50	100-110-5202710	Insurance/Property/Liabili	\$7,000.00	\$3,001.14
	1001308099	03/18/24	workmans comp	03/22/24	\$254.97	\$254.97	200-200-5202710	Insurance/Property/Liabili	\$27,500.00	\$8,324.97
	1001308099	03/18/24	workmans comp	03/22/24	\$254.97	\$254.97	300-300-5202710	Insurance/Property/Liabili	\$27,500.00	\$8,324.97
	1001308099	03/18/24	workmans comp	03/22/24	\$87.93	\$87.93	500-500-5202710	Insurance/Property/Liabili	\$5,000.00	\$2,393.64
	1001308099	03/18/24	workmans comp	03/22/24	\$21.98	\$21.98	600-600-5202710	Insurance/Property/Liabili	\$4,500.00	\$1,032.90
	1001308099	03/18/24	workmans comp	03/22/24	\$65.94	\$65.94	700-710-5202710	Insurance/Property/Liabili	\$12,500.00	\$1,885.03
	1001308099	03/18/24	workmans comp	03/22/24	\$65.94	\$65.94	700-720-5202710	Insurance/Property/Liabili	\$12,500.00	\$1,885.03
	1001308099	03/18/24	workmans comp	03/22/24	\$21.98	\$21.98	800-800-5202710	Insurance/Property/Liabili	\$4,250.00	\$711.68
					\$879.21	\$879.21				
Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693	50	03/18/24	billing/postage	03/22/24	\$298.18	\$298.18	200-200-5202640	Postage/Shipping	\$3,500.00	\$983.00
	405474	03/18/24	billing/postage	03/22/24	\$298.18	\$298.18	300-300-5202640	Postage/Shipping	\$3,500.00	\$913.71
	405474	03/18/24	billing/postage	03/22/24	\$49.77	\$49.77	700-710-5202640	Postage/Shipping	\$500.00	(\$368.12)
	405474	03/18/24	billing/postage	03/22/24	\$49.77	\$49.77	700-720-5202640	Postage/Shipping	\$750.00	(\$198.21)

* See attached page for Visa entries

this one I changed - to contract services - I had the wrong acct #

City of Inion Council Approval Report (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850	64	03/18/24	shared ALS runs/january '24	03/22/24	\$1,785.25	\$1,785.25	700-720-5202152	Billing/ALS Fees	\$13,500.00	(\$17,037.14)
* 271			Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711			\$1,785.25				
March '24	03/20/24	03/22/24	cash back rewards	03/22/24	(\$15.13)	(\$15.13)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,570.13
March '24	03/20/24	03/22/24	rackspace/monthly	03/22/24	\$105.32	\$105.32	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,570.13
March '24	03/20/24	03/22/24	adobe/monthly	03/22/24	\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,570.13
March '24	03/20/24	03/22/24	lien releases	03/22/24	\$184.48	\$184.48	100-110-5202991	Misc Expense	\$750.00	\$381.81
March '24	03/20/24	03/22/24	balance carried forward	03/22/24	(\$10.33)	(\$10.33)	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$15,674.49
March '24	03/20/24	03/22/24	rackspace/monthly	03/22/24	\$136.91	\$136.91	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$15,674.49
March '24	03/20/24	03/22/24	cash back rewards	03/22/24	(\$18.15)	(\$18.15)	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$15,674.49
March '24	03/20/24	03/22/24	clothing allowance 1/2 wtr 1/2 swr	03/22/24	\$13.00	\$13.00	200-200-5202430	Clothing	\$1,200.00	\$1,015.87
March '24	03/20/24	03/22/24	clothing allowance 1/2 wtr 1/2 swr	03/22/24	\$80.96	\$80.96	200-200-5202430	Clothing	\$1,200.00	\$1,015.87
March '24	03/20/24	03/22/24	postage	03/22/24	\$121.80	\$121.80	200-200-5202640	Postage/Shipping	\$3,500.00	\$983.00
March '24	03/20/24	03/22/24	chlorine maint	03/22/24	\$1,030.57	\$1,030.57	200-200-5202950	Well Maintenance	\$2,000.00	\$1,526.00
March '24	03/20/24	03/22/24	rackspace/monthly	03/22/24	\$136.91	\$136.91	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,336.72
March '24	03/20/24	03/22/24	cash back rewards	03/22/24	(\$18.15)	(\$18.15)	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,336.72
March '24	03/20/24	03/22/24	clothing allowance 1/2 wtr 1/2 swr	03/22/24	\$80.95	\$80.95	300-300-5202430	Clothing	\$1,200.00	\$991.37
March '24	03/20/24	03/22/24	clothing allowance 1/2 wtr 1/2 swr	03/22/24	\$13.00	\$13.00	300-300-5202430	Clothing	\$1,200.00	\$991.37
March '24	03/20/24	03/22/24	fuel	03/22/24	\$90.01	\$90.01	300-300-5202490	Fuel	\$4,000.00	\$2,789.21
March '24	03/20/24	03/22/24	postage	03/22/24	\$121.80	\$121.80	300-300-5202640	Postage/Shipping	\$3,500.00	\$913.71
March '24	03/20/24	03/22/24	postage	03/22/24	\$2.35	\$2.35	300-300-5202640	Postage/Shipping	\$3,500.00	\$913.71
March '24	03/20/24	03/22/24	cash back rewards	03/22/24	(\$9.06)	(\$9.06)	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,519.04
March '24	03/20/24	03/22/24	planters/front entry	03/22/24	\$139.90	\$139.90	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,519.04
March '24	03/20/24	03/22/24	rackspace/monthly	03/22/24	\$21.07	\$21.07	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,519.04
March '24	03/20/24	03/22/24	books	03/22/24	\$33.75	\$33.75	600-600-5203410	Library Books/Magazines	\$9,000.00	\$4,580.05
March '24	03/20/24	03/22/24	books	03/22/24	\$95.44	\$95.44	600-600-5203410	Library Books/Magazines	\$9,000.00	\$4,580.05
March '24	03/20/24	03/22/24	books	03/22/24	\$16.99	\$16.99	600-600-5203410	Library Books/Magazines	\$9,000.00	\$4,580.05
March '24	03/20/24	03/22/24	books	03/22/24	\$20.98	\$20.98	600-600-5203410	Library Books/Magazines	\$9,000.00	\$4,580.05
March '24	03/20/24	03/22/24	books	03/22/24	\$7.48	\$7.48	600-600-5203410	Library Books/Magazines	\$9,000.00	\$4,580.05
March '24	03/20/24	03/22/24	books	03/22/24	\$433.61	\$433.61	600-600-5203410	Library Books/Magazines	\$9,000.00	\$4,580.05
March '24	03/20/24	03/22/24	books	03/22/24	\$24.98	\$24.98	600-600-5203410	Library Books/Magazines	\$9,000.00	\$4,580.05
March '24	03/20/24	03/22/24	books	03/22/24	\$6.95	\$6.95	600-600-5203410	Library Books/Magazines	\$9,000.00	\$4,580.05
March '24	03/20/24	03/22/24	books	03/22/24	\$20.28	\$20.28	600-600-5203410	Library Books/Magazines	\$9,000.00	\$4,580.05
March '24	03/20/24	03/22/24	books	03/22/24	\$28.00	\$28.00	600-600-5203410	Library Books/Magazines	\$9,000.00	\$4,580.05
March '24	03/20/24	03/22/24	books	03/22/24	\$16.94	\$16.94	600-600-5203410	Library Books/Magazines	\$9,000.00	\$4,580.05
March '24	03/20/24	03/22/24	books	03/22/24	\$294.14	\$294.14	600-600-5203410	Library Books/Magazines	\$9,000.00	\$4,580.05
March '24	03/20/24	03/22/24	rackspace/monthly	03/22/24	\$7.03	\$7.03	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	-\$2,926.64
March '24	03/20/24	03/22/24	EMT conference/lodging	03/22/24	\$242.34	\$242.34	700-720-5202010	Travel/Training	\$7,000.00	\$2,840.79
March '24	03/20/24	03/22/24	EMT conference/lodging	03/22/24	\$242.34	\$242.34	700-720-5202010	Travel/Training	\$7,000.00	\$2,840.79

Quita needs to approve

Council Approval Report (Council Approval Report)

Vendor

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
March '24	03/20/24	rackspace/monthly	03/22/24	\$7.03	\$7.03	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$6,100.96
March '24	03/20/24	rackspace/monthly	03/22/24	\$7.03	\$7.03	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,042.01
					\$3,737.51				
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076								
3120503	03/18/24	water locates	03/22/24	\$3.50	\$3.50	200-200-5202110	Legal/Attorney Services	\$750.00	(\$0.45)
3120503	03/18/24	water locates	03/22/24	\$3.50	\$3.50	300-300-5202110	Legal/Attorney Services	\$1,000.00	\$987.05
					\$7.00				
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824								
reimb march '24	03/19/24	rackspace email/monthly	03/22/24	\$105.32	\$105.32	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,570.13
674	03/19/24	conference room camera/install	03/22/24	\$161.98	\$161.98	100-110-5203800	IT/Computer/Software	\$8,000.00	\$1,556.04
reimb march '24	03/19/24	rackspace email/monthly	03/22/24	\$136.91	\$136.91	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$15,674.49
674	03/19/24	conference room camera/install	03/22/24	\$162.00	\$162.00	200-200-5203800	IT/Computer/Software	\$7,500.00	\$351.01
reimb march '24	03/19/24	rackspace email/monthly	03/22/24	\$136.91	\$136.91	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,336.72
674	03/19/24	conference room camera/install	03/22/24	\$162.00	\$162.00	300-300-5203800	IT/Computer/Software	\$8,500.00	\$711.92
reimb march '24	03/19/24	rackspace email/monthly	03/22/24	\$21.07	\$21.07	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,519.04
reimb march '24	03/19/24	rackspace email/monthly	03/22/24	\$7.03	\$7.03	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,926.64
reimb march '24	03/19/24	rackspace email/monthly	03/22/24	\$7.03	\$7.03	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$6,100.96
reimb march '24	03/19/24	rackspace email/monthly	03/22/24	\$7.03	\$7.03	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,042.01
					\$907.28				
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605								
32015347	03/18/24	treatment plant supplies	03/22/24	\$2,184.13	\$2,184.13	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,336.72
32016168	03/18/24	chemical container deposit credit	03/22/24	(\$100.00)	(\$100.00)	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,336.72
					\$2,084.13				
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312								
1001308099	03/18/24	workmans comp	03/22/24	\$105.50	\$105.50	100-110-5202710	Insurance/Property/Liabili	\$7,000.00	\$3,001.14
1001308099	03/18/24	workmans comp	03/22/24	\$254.97	\$254.97	200-200-5202710	Insurance/Property/Liabili	\$27,500.00	\$8,324.97
1001308099	03/18/24	workmans comp	03/22/24	\$254.97	\$254.97	300-300-5202710	Insurance/Property/Liabili	\$27,500.00	\$8,324.97
1001308099	03/18/24	workmans comp	03/22/24	\$87.93	\$87.93	500-500-5202710	Insurance/Property/Liabili	\$5,000.00	\$2,393.64
1001308099	03/18/24	workmans comp	03/22/24	\$21.98	\$21.98	600-600-5202710	Insurance/Property/Liabili	\$4,500.00	\$1,032.90
1001308099	03/18/24	workmans comp	03/22/24	\$65.94	\$65.94	700-710-5202710	Insurance/Property/Liabili	\$12,500.00	\$1,885.03
1001308099	03/18/24	workmans comp	03/22/24	\$65.94	\$65.94	700-720-5202710	Insurance/Property/Liabili	\$12,500.00	\$1,885.03
1001308099	03/18/24	workmans comp	03/22/24	\$21.98	\$21.98	800-800-5202710	Insurance/Property/Liabili	\$4,250.00	\$711.68
					\$879.21				
50	Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693								
405474	03/18/24	billing/postage	03/22/24	\$298.18	\$298.18	200-200-5202640	Postage/Shipping	\$3,500.00	\$983.00
405474	03/18/24	billing/postage	03/22/24	\$298.18	\$298.18	300-300-5202640	Postage/Shipping	\$3,500.00	\$913.71
405474	03/18/24	billing/postage	03/22/24	\$49.77	\$49.77	700-710-5202640	Postage/Shipping	\$500.00	(\$368.12)
405474	03/18/24	billing/postage	03/22/24	\$49.77	\$49.77	700-720-5202640	Postage/Shipping	\$750.00	(\$198.21)

on prior page

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
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883	1076	03/19/24	rent/utilities	03/22/24	\$1,052.28	\$1,052.28	700-710-5202280	Rent/Fire & Ambulance	\$14,000.00	\$6,227.32
		1076	03/19/24	rent/utilities	03/22/24	\$1,052.28	\$1,052.28	700-720-5202280	Rent/Fire & Ambulance	\$14,000.00	\$7,152.87
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205					\$2,104.56					
Mar '24	03/18/24 on call cell phone				03/22/24	\$26.93	\$26.93	200-200-5202570	Telephone/Cell	\$5,500.00	\$1,664.89
Mar '24	03/18/24 on call cell phone				03/22/24	\$26.93	\$26.93	300-300-5202570	Telephone/Cell	\$3,000.00	\$644.35
Mar '24	03/18/24 ambulance cell phone				03/22/24	\$53.83	\$53.83	700-720-5202570	Telephone/Cell	\$850.00	\$421.81
70	Waste Pro, 3412 Hwy 30, La Grande, OR, 97850	3915338	03/18/24	sharps disposal	03/22/24	\$120.04	\$120.04	700-720-5202190	Contract Services	\$500.00	\$412.03
3	Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521					\$120.04					
March '24	03/18/24 city well				03/22/24	\$175.51	\$175.51	200-200-5202570	Telephone/Cell	\$5,500.00	\$1,654.89
March '24	03/18/24 treatment plant				03/22/24	\$173.82	\$173.82	300-300-5202570	Telephone/Cell	\$3,000.00	\$644.35
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416					\$349.33					
Mar '24	city hall				03/22/24	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$8,000.00	\$1,556.04
Mar '24	public work				03/22/24	\$200.25	\$200.25	200-200-5202570	Telephone/Cell	\$5,500.00	\$1,654.89
Mar '24	city hall				03/22/24	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$7,500.00	\$351.01
Mar '24	city hall				03/22/24	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$8,500.00	\$711.92
Mar '24	city hall				03/22/24	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$551.81
Mar '24	city hall				03/22/24	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$500.00	(\$12.21)
Mar '24	city hall				03/22/24	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$1,000.00	(\$21.87)
Mar '24	airbnb				03/22/24	\$62.00	\$62.00	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,042.01
Mar '24	public work				03/22/24	\$60.00	\$60.00	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,042.01

Total Bills To Pay: \$11,384.46

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 Anita Boya Davis 3-20-24

Council Member [Signature] 3-20-24

City Administrator [Signature] 3/21/24

CASH SUMMARY COMPARED TO BUDGET (Expenses) March 2024

Department	2023-2024 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 532,682.00	\$ 16,248.27	\$ 416,658.67	\$ 116,023.33	78.2%
Building Maintenance Rsv	\$ 467,210.00	\$ 5,503.52	\$ 169,087.52	\$ 298,122.48	36.2%
Vehicle/Equip Rsv	\$ 153,800.00	\$ -	\$ 11,707.55	\$ 142,092.45	7.6%
Public Safety	\$ 94,920.00	\$ 1,618.11	\$ 53,995.08	\$ 40,924.92	56.9%
Emergency Event	\$ 547,650.00		\$ 230,710.00	\$ 316,940.00	42.1%
Parks Department	\$ 44,251.00	\$ 1,306.50	\$ 16,741.64	\$ 27,509.36	37.8%
Park Rsv	\$ 29,013.00	\$ -	\$ 7,945.31	\$ 21,067.69	27.4%
Special Tree Fund	\$ 12,930.00	\$ -	\$ -	\$ 12,930.00	0.0%
Court	\$ 2,975.00	\$ 10.00	\$ 1,072.28	\$ 1,902.72	36.0%
Recycling	\$ 900.00		\$ 496.38	\$ 403.62	55.2%
Planning	\$ 26,363.00	\$ 2,146.52	\$ 17,043.76	\$ 9,319.24	64.7%
Total General Fund	\$ 1,912,694.00	\$26,832.92	\$925,458.19	\$ 987,235.81	48.4%
WATER FUND					
Water Department	\$ 870,275.00	\$ 19,677.05	\$ 380,807.28	\$ 489,467.72	43.8%
Water Rsv	\$ 1,862,500.00	\$ -	\$ 293,682.11	\$ 1,568,817.89	15.8%
Total Water Fund	\$ 2,732,775.00	\$ 19,677.05	\$674,489.39	\$ 2,058,285.61	24.7%
SEWER FUND					
Sewer Department	\$ 823,300.00	\$ 20,745.99	\$ 356,199.48	\$ 467,100.52	43.3%
Sewer Rsv	\$ 554,750.00	\$ 83.36	\$ 326,003.99	\$ 228,746.01	58.8%
Sewer Debt	\$ 377,833.00	\$ 14,685.97	\$ 132,173.73	\$ 245,659.27	35.0%
Total Sewer Fund	\$ 1,755,883.00	\$ 35,515.32	\$814,377.20	\$ 941,505.80	46.4%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 98,826.00	\$ -	\$ -	\$ 98,826.00	0.0%
Total SDC	\$ 98,826.00	\$ -	\$0.00	\$ 98,826.00	0.0%
STREET FUND					
Street Department	\$ 337,000.00	\$ 8,176.89	\$ 179,787.79	\$ 157,212.21	53.3%
Street Rsv	\$ 606,867.00	\$ -	\$ 15,591.60	\$ 591,275.40	2.6%
Bike/Ped Path	\$ 77,962.00	\$ -	\$ -	\$ 77,962.00	0.0%
Total Street Fund	\$ 1,021,829.00	\$ 8,176.89	\$195,379.39	\$ 826,449.61	19.1%
LIBRARY FUND					
Library Department	\$ 237,250.00	\$ 9,743.81	\$ 86,326.68	\$ 150,923.32	36.4%
Total Library Fund	\$ 237,250.00	\$ 9,743.81	\$86,326.68	\$ 150,923.32	36.4%

EMERGENCY SERVICES FUND

Unappropriated Funds	\$ 36,446.00		\$ -		
Fire Department	\$ 140,552.00	\$ 5,683.95	\$ 93,277.70	\$ 47,274.30	66.4%
Ambulance Department	\$ 174,252.00	\$ 8,781.60	\$ 136,011.91	\$ 38,240.09	78.1%
EMS Vehicle/Equip Rsv	\$ 271,293.00	\$ -	\$ 22,282.12	\$ 249,010.88	8.2%
Total EMS Fund	\$ 586,097.00	\$ 14,465.55	\$251,571.73	\$ 334,525.27	42.9%

RANGER STATION FUND

Ranger Station	\$ 88,450.00	\$ 2,089.40	\$ 28,735.50	\$ 59,714.50	32.5%
Total Ranger Station	\$ 88,450.00	\$ 2,089.40	\$28,735.50	\$ 59,714.50	32.5%

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	\$116,500.94	\$2,976,338.08	\$ 5,494,118.92	35.1%
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CASH SUMMARY COMPARED TO BUDGET (Revenues)

March 2024

Source	2023-2024 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,237,493.00		\$1,295,392.59	\$ (57,899.59)	104.7%
Property Taxes	\$ 170,000.00	\$ 2,237.80	\$ 178,935.14	\$ (8,935.14)	105.3%
Delinquent Taxes	\$ 6,000.00	\$ 300.64	\$ 4,267.81	\$ 1,732.19	71.1%
Interest	\$ 1,500.00	\$ 180.59	\$ 1,612.29	\$ (112.29)	107.5%
Franchise Fees	\$ 100,000.00		\$ 79,086.04	\$ 20,913.96	79.1%
Oregon Liquor Revenue	\$ 36,000.00	\$ 1,518.19	\$ 31,315.40	\$ 4,684.60	87.0%
Cigarette Tax	\$ 1,200.00	\$ 100.53	\$ 1,248.12	\$ (48.12)	104.0%
Oregon Shared Revenue	\$ 23,500.00		\$ 19,494.90	\$ 4,005.10	83.0%
Transient Lodging Tax	\$ 1,500.00		\$ 4,247.98	\$ (2,747.98)	283.2%
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	\$ 95.00	\$ 2,490.00	\$ 10.00	99.6%
Burn Permits	\$ 1,200.00	\$ 445.00	\$ 1,245.00	\$ (45.00)	103.8%
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	\$ 1,104.04	\$ 16,235.00	\$ (6,235.00)	162.4%
COVID Funds	\$ -	\$ -	\$ -	\$ -	
Transfers From Other Funds	\$ 325,420.00		\$ 325,420.00	\$ -	100.0%
Total General Fund	\$ 1,918,338.00	\$ 5,981.79	\$1,961,330.27	\$ (42,992.27)	102.2%
WATER FUND					
Cash on Hand	\$ 812,075.00	\$ -	\$ 988,933.62	\$ (176,858.62)	121.8%
Interest	\$ 1,500.00	\$ 270.89	\$ 2,400.65	\$ (900.65)	160.0%
Water Bills	\$ 510,000.00	\$ 40,534.90	\$ 407,411.39	\$ 102,588.61	79.9%
Set-up Fees	\$ 1,200.00	\$ 75.00	\$ 825.00	\$ 375.00	68.8%
Installation Fees	\$ 5,000.00	\$ 1,050.00	\$ 4,410.00	\$ 590.00	88.2%
CDBG Grant	\$ 1,250,000.00	\$ 2,392.00	\$ 268,572.00	\$ 981,428.00	21.5%
Transfers In	\$ 150,000.00		\$ 150,000.00	\$ -	100.0%
Misc Revenue	\$ 3,000.00	\$ 35.00	\$ 981.55	\$ 2,018.45	32.7%
Total Water Fund	\$ 2,732,775.00	\$ 44,357.79	\$1,823,534.21	\$ 909,240.79	66.7%
SEWER FUND					
Cash on Hand	\$ 742,583.00	\$ -	\$777,067.02	\$ (34,484.02)	104.6%
Interest	\$ 1,500.00	\$ 270.89	\$ 2,400.65	\$ (900.65)	160.0%
Sewer Bills	\$ 620,000.00	\$ 53,300.80	\$ 480,647.71	\$ 139,352.29	77.5%
Set-up Fees	\$ 1,000.00	\$ 75.00	\$ 825.00	\$ 175.00	82.5%
Septic Fees	\$ 100.00	\$ (50.00)	\$ -	\$ 100.00	0.0%
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		\$ 206,500.00	\$ 177,000.00	53.8%

Misc Revenue	\$ 1,200.00	\$ 85.00	\$ 761.58	\$ 438.42	63.5%
Total Sewer Fund	\$ 1,755,883.00	\$ 53,681.69	\$1,471,376.96	\$ 284,506.04	83.8%

SYSTEM DEVELOPMENT FUND (SDC)

Cash on Hand	\$ 98,826.00	\$ -	\$ 98,826.31	\$ (0.31)	100.0%
Misc Revenue	\$ -	\$ -	\$ -	\$ -	
Water Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Sewer Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Water New Growth	\$ -	\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 98,826.00	\$ -	\$ 98,826.31	\$ (0.31)	100.0%

STREET FUND

Cash on Hand	\$ 411,937.00	\$ -	\$ 419,563.85	\$ (7,626.85)	101.9%
State Gas Taxes	\$ 160,000.00	\$ 12,601.21	\$ 128,372.53	\$ 31,627.47	80.2%
Street Install Fees	\$ 500.00	\$ 1,728.00	\$ 3,978.00	\$ (3,478.00)	795.6%
Park Lights Grant	\$ -	\$ -	\$ -	\$ -	
Bridge STIP	\$ 316,392.00		\$ -	\$ 316,392.00	0.0%
Transfers from Other Funds	\$ 133,000.00		\$ 133,000.00	\$ -	100.0%
Total Street Fund	\$ 1,021,829.00	\$ 14,329.21	\$ 684,914.38	\$ 336,914.62	67.0%

LIBRARY FUND

Cash on Hand	\$ 110,500.00	\$ -	\$ 121,751.53	\$ (11,251.53)	110.2%
Taxes Levied	\$ 120,000.00	\$ 1,491.68	\$ 122,605.11	\$ (2,605.11)	102.2%
Grant Funds	\$ 1,750.00	\$ 3,829.00	\$ 7,894.00	\$ (6,144.00)	451.1%
Misc Revenue	\$ 5,000.00	\$ 112.00	\$ 6,889.79	\$ (1,889.79)	137.8%
Total Library Fund	\$ 237,250.00	\$ 5,432.68	\$ 259,140.43	\$ (21,890.43)	109.2%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 358,543.00	\$ -	\$ 399,045.42	\$ (40,502.42)	111.3%
Interest	\$ 750.00	\$ 135.40	\$ 1,200.30	\$ (450.30)	160.0%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,783.66	\$ 96,599.10	\$ 28,400.90	77.3%
Ambulance Svc Fees	\$ 65,000.00	\$ 5,963.13	\$ 87,150.91	\$ (22,150.91)	134.1%
Burn Permits	\$ 1,250.00	\$ 445.00	\$ 1,235.00	\$ 15.00	98.8%
Transfers In	\$ 70,000.00		\$ 70,000.00	\$ -	100.0%
Misc Income	\$ 1,000.00		\$ 857.15	\$ 142.85	85.7%
Grant Funds	\$ 1,000.00		\$ 16,000.00	\$ (15,000.00)	1600.0%
Total EMS Fund	\$ 622,543.00	\$ 17,327.19	\$ 656,087.88	\$ (33,544.88)	105.4%

RANGER STATION FUND

Cash on Hand	\$ 16,100.00	\$ -	\$ 23,973.94	\$ (7,873.94)	148.9%
Interest	\$ 250.00	\$ 45.18	\$ 399.97	\$ (149.97)	160.0%
Rent	\$ 35,000.00	\$ 2,654.70	\$ 26,209.66	\$ 8,790.34	74.9%
Transfers In	\$ 20,000.00		\$ 20,000.00	\$ -	100.0%
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	\$ 2,699.88	\$ 70,633.57	\$ 17,816.43	79.9%

DOWNTOWN REVOLVING LOAN FUND (DRL)

Cash on Hand	\$ 36,538.00	\$ -	\$ 36,537.51	\$ 0.49	100.0%
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	\$ -	\$ 36,537.51	\$ 115.49	99.7%
GRAND TOTAL	\$ 8,512,547.00	\$ 143,810.23	\$7,062,381.52	\$ 1,450,165.48	83.0%

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

April 2, 2024

TO: Celeste Tate, City Administrator
FROM: Laura Dodds, Office Manager

SUBJECT: Office Manager Staff Report – March 2024

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of March: **\$143,810.23**
- ❖ Total expenditures for the month of March: **\$116,500.94**

- ❖ A total of **\$103,326.41** was billed out in utility bills for the month

- ❖ We delivered 43 delinquent notices on March 28th. Delinquent fees total **\$860.00**. Delinquent accounts will be shut off if no attempt is made to pay or make payment arrangements by April 3rd. Shut off date will be April 4th. 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 **\$1980.00**

- ❖ Airbnb Revenue for March 2024, before deducting cleaning and management fees: **\$2654.70**

- ❖ 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 March.



Memorandum

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

ATTACHED:
[Library Monthly Report March 2024](#)

March Monthly Report 2024

	Statistics	
	This Year	Last Year
Paton Count	926	906
Circulation Count:	989	1405
Adult	440	518
Children	549	887
Audios	50	62
Videos	149	182
Music CD's	1	0
Materials Added	52	78
Materials Discarded	0	0
Reference Questions	5	3
Programs for Patrons	12	5
Participants	149	72
Computer Usage	1482419	393148
New Patrons	8	13
ILL Requests	395	373
Notary	0	2

Events and Additions:

This month I went to the school district & read to 10 classes as the cat in the hat.
Submitted a grant proposal for masonry through T-Mobile. If awarded in May will get up to \$50,000.
We continue to mark items as 'weed' instead of discard to keep track of underused materials.
I believe internet use is high because public computers are not being turned off at night.
All summer reading program events have now been scheduled online.
I collaborated with EOU Navigator's Club to bring an Islander performance to the school district Sept. 20
A new community partner helped host after school craft group this month.
We ran kids' programming through Spring Break.
We did an Easter giveaway with 3 Easter baskets & a giant bunny.
Kids did Easter egg hunts in the stacks for 3 weeks during March.
Our OSU Extension seed kits came in the mail. We will hand these out as part of the summer reading program.
The Dahlstroms hosted a kids' event over spring break.
We continue to have Ms. Walden's 4th grade over on a monthly basis.
The Headstart canceled their monthly visit due to low staffing.

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Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Apr 08 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Sheriff's Monthly Report March 2024](#)

[Sheriff's Yearly Hours 2024](#)

Union Activities –MARCH 2024

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

HOURS	132.50
Vacation/Sick Hours taken	0
Total Hours	132.50
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	3
WARNINGS	4
ARRESTS	2
CALLS FOR SERVICE	40
FI'S	87
WALK-INS	0
REPORTS	6
TOWS/IMPOUNDS	0
OTHER	0

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Deputy responded for a trespass
 Follow up done for a missing person
 Deputy took a report of littering
 Child counseled for not wearing a bicycle helmet
 Deputy assisted on a warrant arrest
 Received a driving complaint
 Deputy disposed of Drug paraphernalia
 Took a report of telephonic harassment
 Responded for an aggressive animal
 Deputy took calls regarding suspicious circumstances
 Individual warned on ATV
 Deputy took a report of animal cruelty
 Responded for a civil situation, options given
 One arrested for Felon in possession of a weapon
 Report taken for a trespass
 Deputy responded for a call of harassment
 Deputy took a death investigation
 Report taken for a theft
 Deputy assisted DHS on a call
 Deputy responded for a welfare check

Report taken for an assault
Responded for suspicious circumstances
Report taken for offensive littering
Deputy assisted medical with life flight
One person taken into custody on a mental health hold
Report taken for a restraining order violation
Welfare check on a juvenile
Report taken for a trespass

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	0.00	0.00									
2	8.00	8.00	0.00									
3	9.00	0.00	0.00									
4	8.00	0.00	6.00									
5	0.00	7.75	7.25									
6	0.00	0.00	9.00									
7	0.00	9.50	7.00									
8	9.25	9.50	0.00									
9	9.00	9.00	0.00									
10	8.25	0.00	0.00									
11	7.50	1.50	0.00									
12	0.00	9.50	7.50									
13	2.00	7.75	8.50									
14	0.00	3.00	11.50									
15	8.75	9.00	9.00									
16	9.50	0.00	0.00									
17	8.50	0.00	0.00									
18	9.00	0.00	0.00									
19	0.00	10.00	8.00									
20	0.00	9.50	8.50									
21	0.00	9.50	18.25									
22	8.75	4.00	2.50									
23	8.50	0.00	0.00									
24	5.75	0.00	0.00									
25	5.50	0.00	0.00									
26	0.00	5.50	10.00									
27	0.00	7.50	7.50									
28	0.50	8.00	10.00									
29	2.75	3.00	0.00									
30	8.00	0.00	2.00									
31	2.00	0.00	0.00									
Total	138.5	131.5	132.50									

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	18.50	11.50	12.50	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)



Memorandum

Subject: Animal Officer Monthly Report
Meeting: City Council - Apr 08 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Animal Officer Monthly Report March 2024](#)

Union Animal Enforcement Hours—March 2024

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

HOURS: 4.5

Calls for Service: 4

Dog at large: 3

Citations: 2

Warnings: 2

Impounds: 0

Other Action:

Dog Bites: 0

Barking Dog:

Citations: 0

Warnings:

Impounds: 0

Other Actions:

Animal Abuse/Neglect: 0

Other: See below*

Activities Included:

General patrol including previously reported problem areas

Follow up done as needed throughout the month

AOE responded for dog at large x 3, same dog. 2 warnings and 1 citation issued

Responded for an aggressive chihuahua, owner warned.

Report of a dog that killed a rabbit, citation issued to dog owner



Memorandum

Subject: Fire/EMS Monthly Report
Meeting: City Council - Apr 08 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:
[Fire-EMS Monthly Report March 2024](#)

April 1, 2024

Union Fire and Ambulance had a relatively quiet month. The total number of calls was 12 for the ambulance and that included 2 cancellations and a lift assist.

The fire department had a total of 7 calls including creating a landing zone for Lifeflight. There was a transformer fire, a brush fire, an electrical fire and a structure fire.

We are looking forward to warmer weather and some outside activities. We are also waiting for our 2 EMT students to finish testing and join us with their skills.



Memorandum

Subject: Buffalo Flat Project
Meeting: City Council - Apr 08 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

I (Celeste) had a phone call with Jim Webster the District Manager for the Union Soil and Water Conservation District. The following update on the project is attached. The next focus group meeting will be after the 80% design threshold is reached. I have also received contact information for the National Flood Insurance Program Coordinator at the State of Oregon. I will be reaching out to them to get more information on the flood mapping.

ATTACHED:

[April 2024 Buffalo Flat Design Project Update](#)



10507 N. McAlister Road
La Grande Oregon 97850

Union City Council Buffalo Flats Design Update

The Union Soil and Water Conservation District has no additional information from the March 2024 update for either the Little Creek design of the Cathreine Creek at this time. The March update is provided below.

March 2024 Update

Little Creek:

Currently the Buffalo Flats Little Creek Habitat Restoration Designs are at a 30% completion level. After some delays in the design process at the end of the 2023 year, the design schedule has been revised. The revised schedule for the Buffalo Flats Little Creek Habitat Restoration portion of the design is as follows:

Draft 80% design completed by June 30, 2024

Final 80% design completed August 30, 2024

Project permitting will take place from June 30-October 1, 2024

At this point the final design date is yet to be determined

Catherine Creek:

The Oregon Department of Transportation (ODOT) is conducting a feasibility study and cost estimate for relocating a portion of Highway 203 along Catherine Creek on the Buffalo Peak Land & Livestock property. ODOT began this work in May 2023 with site surveys to develop an elevation layer of the area. Alternatives for a new alignment and location of Highway 203 will be developed considering safety concerns, maintenance, weather impacts, construction feasibility, cost, and environmental impacts. This feasibility study and cost estimate are scheduled to take place through 2024 and into 2025.



Memorandum

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

ATTACHED:
[Public Works Monthly Report March 2024](#)

Council Report for March 2024 Public Works Department

Water: We spent a couple days cleaning around the outside and inside of well #2. The well was taken out of service and the demo began April 1st. We have a temporary auto dialer installed at well #3 so we will be notified of power outages or low levels in the reservoir. In order to prepare for taking this well offline we spent quite a bit of time figuring out the telemetry system to assure that well #3 would run automatically while well #2 was being rehabbed. We fixed the leaking Cla Valve at well #3 had a 30-amp breaker installed to replace the 20-amp breaker, which was not adequate for the new booster pump for the gas chlorine system at well #3 along with servicing the chlorine system. If everything goes as planned well #2 will be back online on July 16th. Then Well #3 will be upgraded along with the chlorine system with the project being completed around August 8th.

Park: The youth work group that basically consist of 3 young men and a supervisor has come out on March 8th and March 15th and raked and cleaned in the park. The front bathroom has new door handles, and the timer is set to unlock the bathrooms at 6:00 am and lock them at 8:00pm

Streets: The sander and snowplow have been removed from the small dump truck. Senior banners were hung along Main Street. Graded North 1st Street. We saved the Quonset hut structure that was Well #2 and will be using that to make a covered sanding rock structure.

Sewer: We met with the Lakeside rep and assisted in trying to make the screw screen run as well as possible as he made some adjustments and repairs to it and provided some training. Now it runs around 8 hours a day whereas before it was running between 18 to 24 hours a day.

Misc: Ridley pest control has come out and sprayed ground sterilant in most of the city owned facilities and will come back and get the playground area of the park later.

City of Union Public works Lead

Paul Phillips April 3rd, 2024



Memorandum

Subject: March 2024 Wastewater Report
Meeting: City Council - Apr 08 2024
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:

[Wastewater Report March 2024](#)

Wastewater Report March 2024

Drying Beds & Sludge removal – Currently 2 of 4 drying beds are occupied. Drying Bed 3 & 4 have Digester sludge from the secondary digester. Sludge maintenance and monitoring, decanting water off the digesters as well as transfer from the Primary Digester to the Secondary Digester.

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.

Influent - With wet weather comes increased flows. Filter cleaning, screen & channel cleaning.

Lakeside sent a representative out for a day and ½ to help with the issues we have been having. We seemed to have resolved the problem with the solenoid valves and they replaced the PLC in the electrical panel. We are still having rag collection and have sent video of the current problems. (working on this with the Engineering Company)

Other

- Attended Operators conference in Sunriver OR March 4-8th.
 - Completed needed Cross connection specialist update class.
 - Earned needed CEU's to renew wastewater certifications 2024.
 - Took Backflow gauge to be annually calibrated and certified.
- PLC / SCADA problems with running influent pumps
- Consulting with Engineering Company and other facilities on the cleaning of the SBC & RBC's
- Influent Screen Building continues.
- Working with Anderson Perry & Lakeside to improve the operation of the drum screen.



CITY ADMINISTRATOR REPORT

March 2024

Ranger Station:

The second unit was opened for reservations starting Monday March 4th and we have received several complements on that second unit. I am looking at the monies available to see what can be accomplished on the final unit with the money that is left.

Water/Sewer:

Work has commenced again on the Water project. Well 2 has been taken out of service while upgrades are completed. We hope to have the upgrades on Well #2 completed by mid-July. At that point Well #3 will be upgraded with a projection completion date the first part of August. These projects are both out of the CDBG grant. I met with Business Oregon, Anderson & Perry and city staff on March 20th to continue coordination of efforts and keep the project running as smoothly as possible. These meetings will continue on a regular basis through the duration of the project. Public Works is also gearing up for their summer cleaning at the wastewater plant per DEQ mandate and during this process, work will also be completed on updating a short term and long term wastewater facilities plan in order to budget for future needed upgrades.

Library:

On March 28th the library applied for a grant to support the repointing that is needed on the library building. If the city is successful in receiving the grant, the repointing project would commence this Fall. This process would ensure the building is structurally stable for decades to come and prevent future water erosion to the bricks and mortar.

Park/Streets:

We were approached by an area agency with an offer of assistance with minor maintenance work from a few local youths. These youth have assistance with springtime park clean up and we welcome their efforts. They will continue to assist us for the near future.

Budget:

Budget work is well under way and final adjustments will be completed by April 16th in order to have the document ready for public viewing on April 18th. Final things awaiting completion are the Emergency Services budget while the council determines what the user fee will be starting July though if the annexation passes that rate will be null and void.

Property Insurance:

I had a meeting with Lisa Masters from CityCounty Insurance Services (CIS) where we completed a Best Practices Survey and site visit of which the site visit is done every 3-5 years. From that survey a recommendation list is sent for the city to complete in order to improve our building and facilities and work on risk mitigation. I will be working on that list with public works and others throughout the next couple of months.